

INDIANA SUPREME COURT DIVISION OF STATE COURT ADMINISTRATION



QCSR Application Guide **Revised December 2007**

Indiana Court Information Technology Extranet
• INcite •

Indiana Courts Online Reporting
• ICOR •

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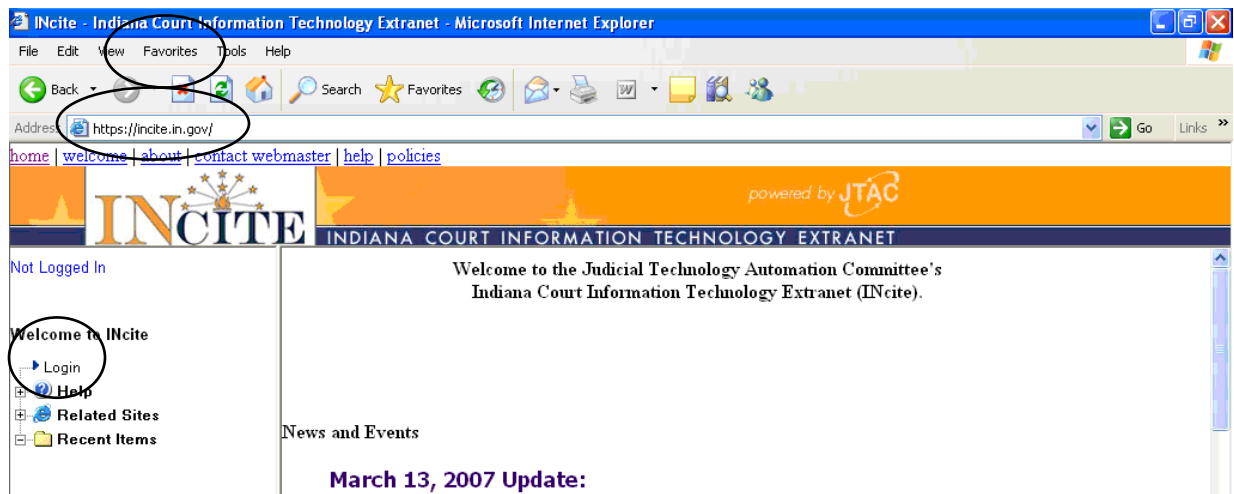
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INTRODUCTION TO INCITE

Application Login:

1. Open Internet Explorer
2. Type <https://incite.in.gov> in the Web Address in the Address bar located at the top of the screen.
3. Click the  button.
-OR-
Press Enter on your keyboard



4. Add to your Internet Explorer Favorites: Click the **Favorites** menu, then select **Add to Favorites**.
5. Click **Login** link in left-hand pane to show the *Application Login* screen. (See *Figure 1*.)
6. Enter Username and Password, these are case sensitive, then click **Submit**.
7. Your login information will appear at the top of the left-hand pane (i.e., Logged in as, County Name, and Default Court).

Application Login

Username

Password

[Forgot Password?](#)

Figure 1

Reset Forgotten Password

8. Click the **Forgot Password?** link to show the *Reset Password* screen. (See *Figure 2*.)

9. Enter your Username and click the **Submit** button

Please enter your username. An e-mail containing a new password will be e-mailed to you.



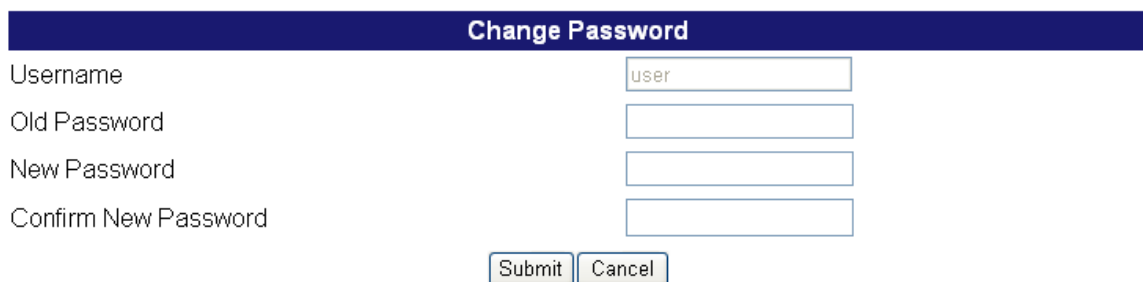
Figure 2

Provided your email is stored in your User Preferences, a new password will be automatically emailed to you. After you login to INcite with your new password, you may change the password under INcite Admin. If your email address is not stored, you will be prompted to contact JTAC support for assistance. You may add or change your email address under **INcite Admin**, then **Change Preferences**.

Change Password

Why? Promotes security of the INcite system and data.

1. Expand the **INcite Admin** group in the left-hand navigation pane then select **Change Password**.
2. Enter your current password in the **Old Password** field.
3. Enter the desired new password in the **New Password** field.
4. **Re-enter** the new password to confirm. Passwords are case sensitive.
5. Click the **Submit** button.



Change Password

Username

Old Password

New Password

Confirm New Password

Figure 3

Password Tip

Using a combination of letters and numbers creates a password that is extremely difficult to “crack” or guess. Including both uppercase and lowercase characters makes it even more powerful. A trick you can use

is to substitute numbers for some of the letters in a word you can remember. Here are some examples:

zero (0)	O
one (1)	I or lowercase letter L (l)
three (3)	E
five (5)	S
eight (8)	B
nine (9)	G

Whatever password you create, please do not write it down and keep it near your PC! That strategy defeats the purpose of using passwords.

IMPORTANT: Please notify the Helpdesk immediately when an individual leaves employment with the Court, changes contact information such as email address or when his or her position no longer requires INCite access.

Suggested Computer Settings

Text Size

Why? Allows the INCite application to display as designed.

1. In Windows Explorer, click **View** → **Text Size**. (See *Figure 4*.)
2. Select **Smaller** or **Medium** from list.



Figure 4

Cache Setting

Why? Assures the display of up-to-date information.

Note: Instructions for this setting vary depending on the version of Internet Explorer. To check your version, click **Help** → **About Internet Explorer**.

For Internet Explorer Version 6 or better:

1. Click **Tools** → **Internet Options**. The Internet Options dialog box should open to the General tab.
2. In the Browsing History section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK**.

For Internet Explorer Version 5:

1. Click **Tools** → **Internet Options**.
2. Click the **Settings** button.
3. Change the *Check for newer versions of stored pages* setting to "*Automatically*".
4. Click **OK** twice.

For Internet Explorer Version 4.x:

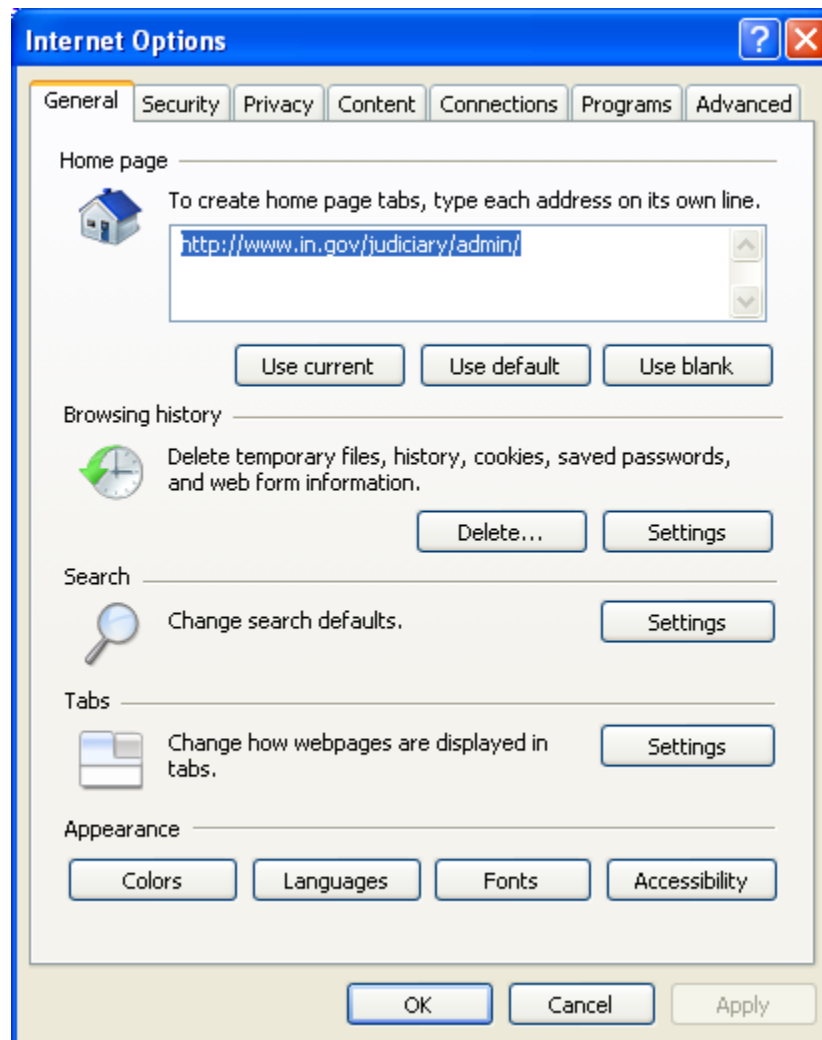
1. Click **View** → **Internet Options**.
2. In the Temporary Internet Files section, click the **Settings** button.
3. In the Settings box, select "*Automatically*".
4. Click **OK** twice.

Security Setting

Why? Disables security dialog box that appears when creating or editing on INcite.

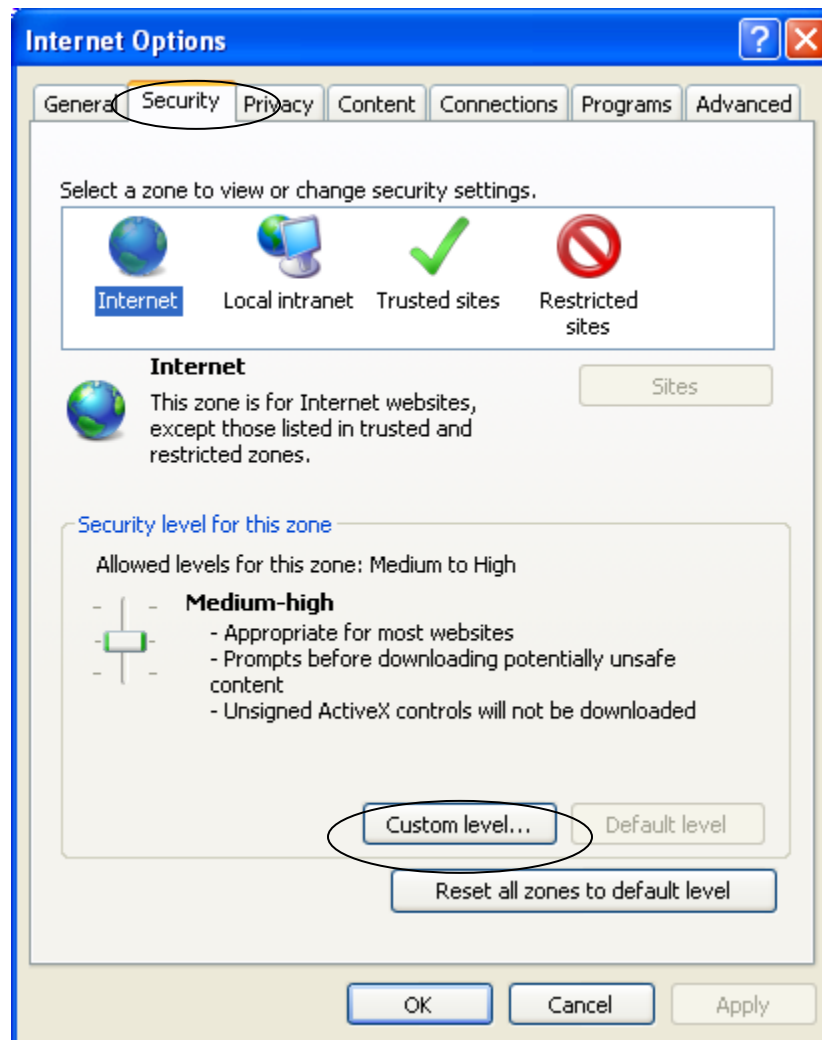
1. In Internet Explorer, select **Tools**.
2. Select **Internet Options** for the *Internet Options* dialog box. (See *Figure 5*.)

Figure 5



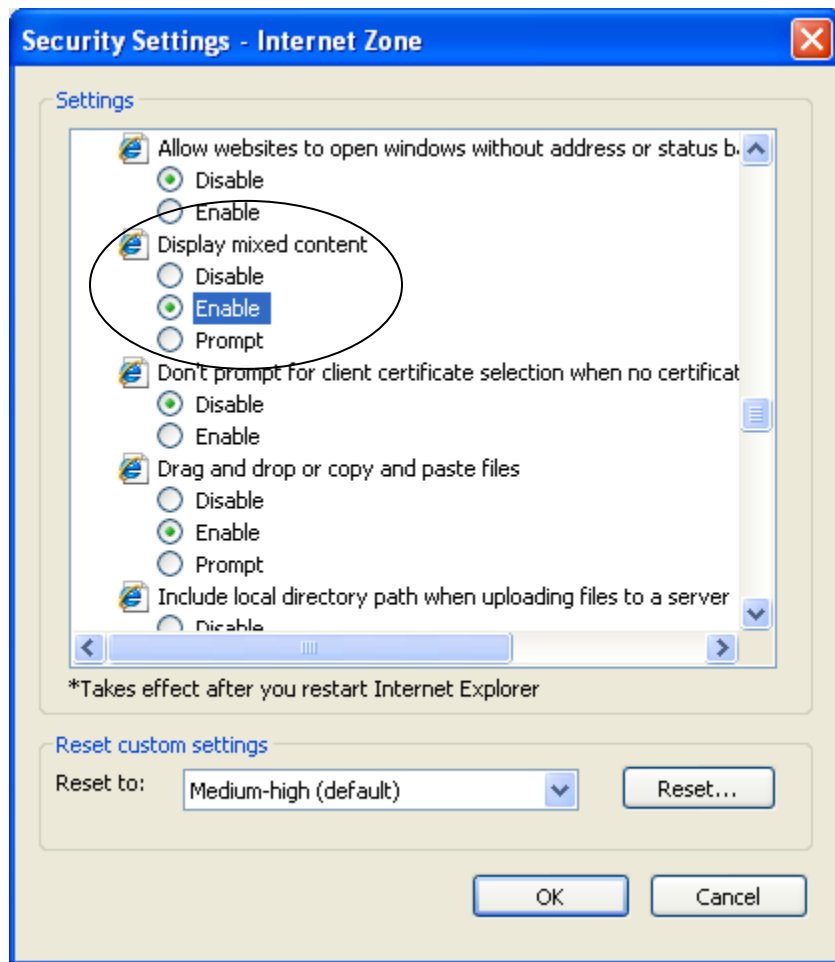
3. Select the **Security** tab. (See Figure 6.)

Figure 6



4. Click the **Custom Level** button to show the *Security Settings* dialog box. (See Figure 7.)

Figure 7



5. Scroll Down until you see *Display mixed content*.
6. Select the **Enable** radio button.
7. Click **OK**.

It is also recommended that you add the INcite website to your trusted Internet sites. To do this:

1. Select **Trusted Sites** from the Internet Options panel. (See *Figure 8*.)

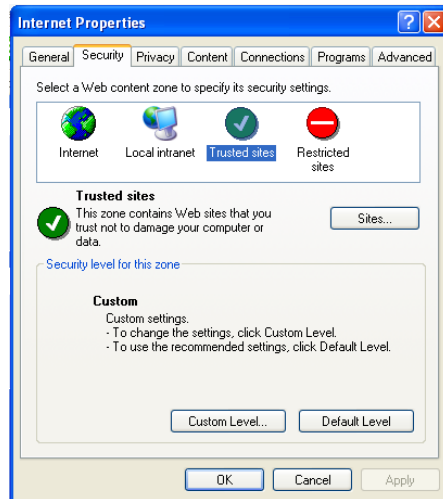


Figure 8

2. Now select Sites.
3. Enter <https://extranet.in.gov> and select the Add button. (See Figure 9.)

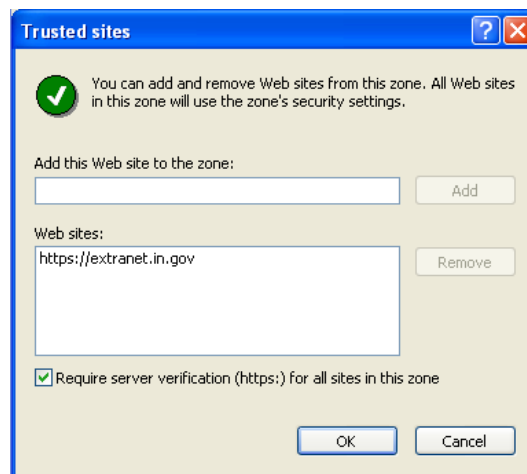


Figure 9

4. Select OK.

It is also recommended that you add this site to your Privacy settings.

1. Select the **Privacy** tab from the **Internet Options** panel. (See Figure 10.)

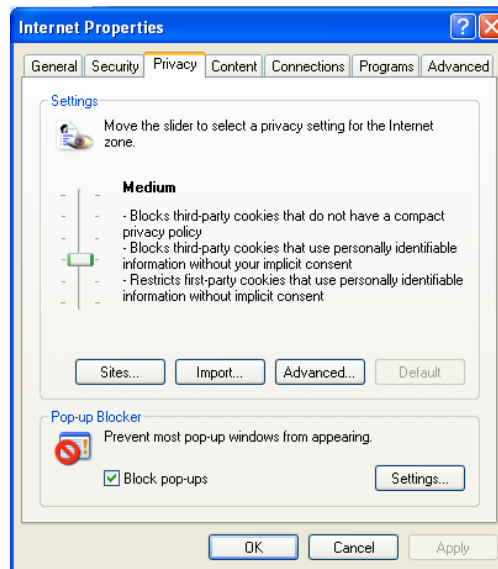


Figure 10

2. Select **Sites**

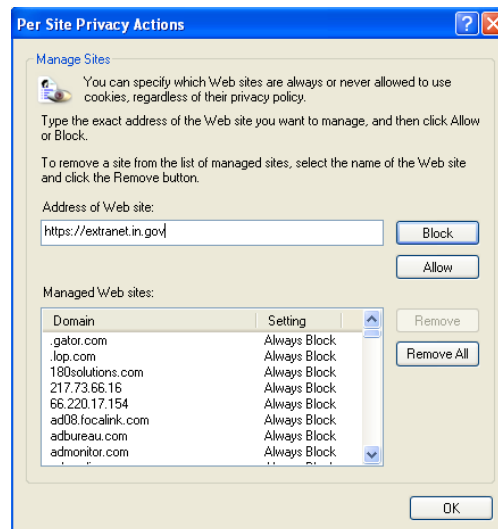


Figure 10a

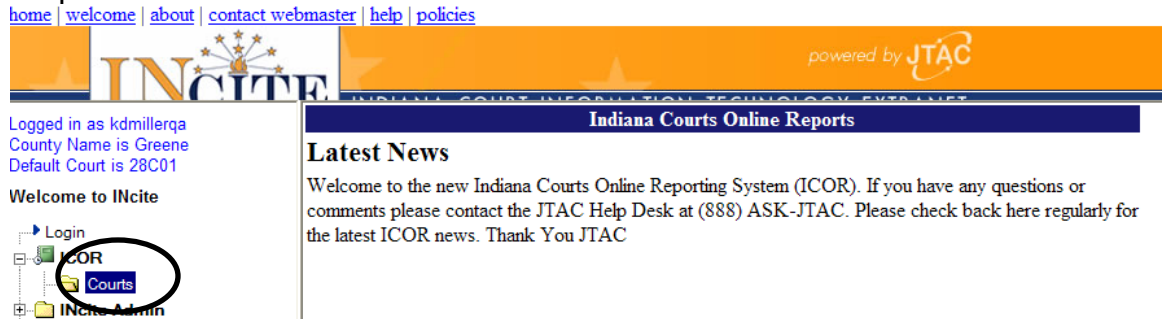
3. Select **Allow**.
4. Click **OK** twice.
5. Now you can exit from Control Panel.

You may need to close Internet Explorer and reopen it for the setting change to take effect.

Accessing ICOR

When you login to the INCite application and click for the first time on the ICOR – Courts link, you will be prompted to read and approve the ICOR User Agreement.

1. After logging into INCite, select the ICOR – Courts link in the left panel.



2. You will be prompted with the ICOR User Agreement. Please review before accepting the agreement.

ICOR User Agreement

USER AGREEMENT

Indiana Court Information Technology Extranet (INCite) is a secure website for the use of the Indiana Courts. The Judicial Technology and Automation Commission (JTAC) and the Indiana Supreme Court Division of State Court Administration (STAD) monitor access to the Indiana Court Online Reporting (ICOR) within INCite. The parties to this user agreement are the Indiana Supreme Court, through STAD, and the Courts. Every person granted access to all or a portion of ICOR shall execute this User Agreement.

Administrative Rule 1 and Indiana Code §§ 33-24-6-3, 11-13-1-9, and 11-13-1-4 require STAD to create the forms necessary for statistical reporting. In addition, the Rule and Code require all Indiana Courts and Probation Departments to file the statistical reports with STAD on the deadlines set. ICOR is now the exclusive method for filing the statistical reports, including quarterly and annual reports. JTAC and STAD maintain proprietary control over all contents and entries on ICOR.

To maintain the security of INCite, all users must be approved by STAD or JTAC, at which time the user will receive a user identification and password. STAD and JTAC

Agreement:

☐ As defined above, I am a Responsible Party. I agree to maintain the security and integrity of the system by protecting my user identification and password. I further agree to acknowledge my accountability for all entries and submissions of the reports required by the Indiana Supreme Court.

☐ As defined above, I am designated staff. I agree to maintain the security and integrity of the system by protecting my user identification and password. While I am not accountable to the Indiana Supreme Court for my entries and submissions, I agree to my accountability to the relevant Responsible Party and to assist in the resolution of any difficulties or errors that may arise from my work.

☐ I have been granted access by STAD and JTAC due to special request. I agree to maintain the security and integrity of the system by protecting my user identification and password.

By reading and approving this User Agreement, I have accepted all rights and responsibilities relevant to my ICOR access.

ACCEPT

3. Please check mark appropriate agreement box within the Agreement section located at the bottom of the user agreement.
Note: By reading and approving this User Agreement, you will have accepted all rights and responsibilities relevant to your ICOR access.
4. Affirm that you have read the terms of the User Agreement by clicking on the "Accept" button below the user agreement.
5. Once the user agreement has been correctly filled out and the Accept button clicked, you will be presented with the ICOR Home Page, seen below. You will only be asked to execute the User Agreement once. In the event the User Agreement is amended in the future, you will be notified by the Division of State Court Administration and given a copy of the new Agreement.

ICOR HOME PAGE

Logged in as kdmillerqa
County Name is Greene
Default Court is 28C01

Welcome to INCite

- Login
- ICOR
- Courts
- INCite Admin
- Help
- Related Sites
- Recent Items

Court Forms for Greene County						
Select Year	2007					
Select Court	28C01 - Greene Circuit Court					
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Quarterly Case Status Report (QCSR)	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Court Expenditures and Budget (Annual)	--N/A--				Edit/View	
Court Revenue (Annual)	--N/A--				Edit/View	

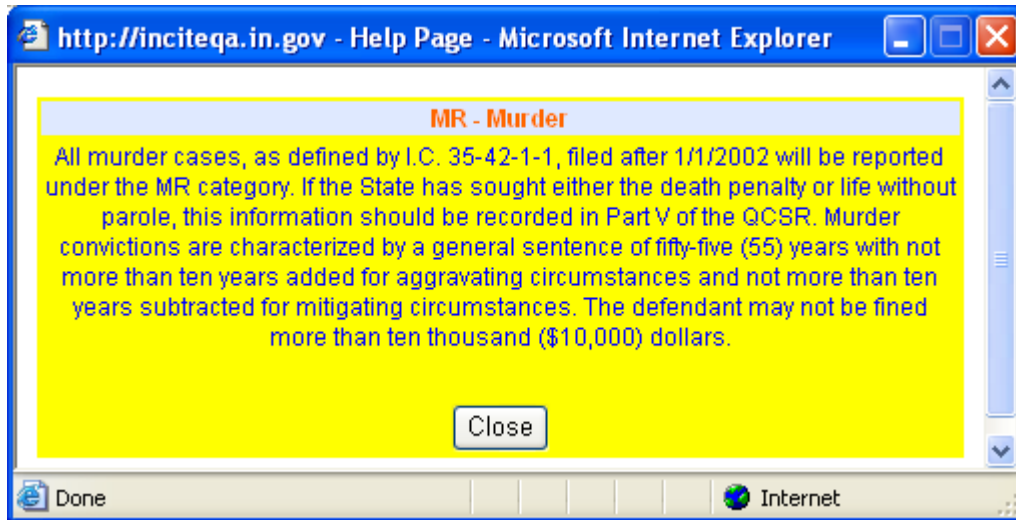
Probation Forms for Greene County						
Select Year	2007					
Select Probation Office	28-P.01 - Greene County Probation Department					
	Q1	Q2	Q3	Q4	Annual	
Due By	Apr 10th	Jul 10th	Oct 10th	Jan 10th	Jan 20th	
Adult Felony Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Adult Misdemeanor Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Demographics	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Probation	Edit/View	Edit/View	Edit/View	Edit/View	--N/A--	
Juvenile Law Services Financial (Semi-Annual)	--N/A--	Edit/View	--N/A--	Edit/View	--N/A--	

By choosing the relevant report hyperlink, you will be taken to the Master Entry Screen for the Report.

[Home](#)

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type or line title and a description of what comprises the case type or line will be displayed in a box, as shown below.



The Division has incorporated data validation requirements into the design and construction of the system. Data validation requirements, or rules, are designed to increase the accuracy of the data being reported. The manual will refer to the rules and validations as they apply to the entry screens. If your entries have violated a rule or validation requirement, you will receive an error message. If you cannot reconcile your data with the error, call the Helpdesk for assistance.

ENTRY SCREENS

2007 QUARTERLY CASE STATUS REPORT WORKSHEET

County Information

County: _____
 Court Type: _____ (i.e. Circuit, Superior, etc.)
 Court ID #: _____ (i.e. 28C01 for Greene Circuit Court)

Time Period Covered in this Report

Quarter: 1 2 3 4

Preparer Information

**Court and Preparer Info
(Front Page)**

Name of Preparer: _____
 Date Prepared: _____
 Phone Number: _____
 E-mail Address: _____

Other Judicial Officers Regularly Assigned to Court During Reporting Period

Name	Dates Served Per Week (11 days/10)	Appointment Date
Judge:		
Magistrate:		
Commissioner:		
Referee:		
Hearing Officer:		

Report Verification Information

Name of Presiding Judge: _____
 Signature of Presiding Judge: _____

Court and Preparer Information (Front Page)

When you click the “Court and Preparer Information” the computer version of the first page of the traditional report worksheet will appear. The entry screen will request you verify or enter the following items:

28C01 - Greene Circuit Court 2007 Quarterly Case Status Report - Quarter 1

[Home](#)

County Information	
County	(28) Greene
Court Type	Circuit Court
Court ID	28C01
Time period covered in report	Quarter 1 For 2007
Preparer Information	
Name of Preparer	kdmillerqa - DonnellyMiller, Kristin
Date Prepared	10/2/2007
Phone Number	317-234-1873
E-mail Address	kdmiller@courts.state.in.us

County Information

This section will be pre-populated based upon your user name and password. If you are responsible for entering data or submitting QCSRs for more than one court, you will choose the relevant court's

form on the first page, upper right hand corner, after logging in. Each court must submit a QCSR. Contact the Helpdesk if the information pre-populated in this section is incorrect or you need to correct incorrect entries if the report has been submitted.

Time Period Covered In This Report

After the deadline for filing the previous quarter's QCSR, the next quarter's entry form will be available. However, to access the next quarter's form, your court must have successfully submitted the preceding quarter's QCSR. The field will be pre-populated by the system. Make sure you choose the correct quarter's entry form, verifying the quarter and year. While you may correct errors on previously submitted QCSRs, you must seek permission to do so from the Helpdesk.

Preparer Information

INcite will track a list of users who have entered data in the system for each QCSR. However, it is important that the information populated in this field is verified. If there are errors, please notify the Helpdesk. In addition, please notify the Division if relevant information has changed, such as the phone number, street address or e-mail address. The preparer information shows your user name followed by your full name. The date field will always default to the current date until the form is successfully submitted.

Other Judicial Officers Regularly Assigned to Court During Reporting Period

Title	Name	Days Served Per Week	
<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	Add Assigned Officer

Time served must be entered in days or fractions of days, i.e., ½ day = .50, ¼ day = .25

☐ I affirm that no magistrate, commissioner, referee, or hearing officer is assigned to this court.
(WARNING! Saving with this box checked will delete the officers from the above list.)



Other Judicial Officers Regularly Assigned To Court

Courts routinely complete this section incorrectly. The ICOR program requires this section to be completed prior to final submission. To fill out correctly, the preparer will choose Magistrate, Commissioner Referee, or Hearing Officer from the drop-down menu. Then the preparer will type the name and the number of days or fractions of days he or she served per week. Click "Add Assigned

Officer” to finalize the entry. Repeat for any additional judicial officers. See Commissioner Jones added below.

Other Judicial Officers Regularly Assigned to Court During Reporting Period

Title Name Days Served Per Week

 [Add Assigned Officer](#)

Time served must be entered in days or fractions of days, i.e., ½ day = .50, ¼ day = .25

		Name	Title	Days Served
Edit	Delete	Jones	Commissioner	1

☐ I affirm that no magistrate, commissioner, referee, or hearing officer is assigned to this court.
 (WARNING! Saving with this box checked will delete the officers from the above list.)

If the court does not have regularly assigned additional judicial officers, the preparer will need to verify that fact before submitting the QCSR, by clicking the box next to the affirmation: “I affirm that no magistrate, commissioner, referee or hearing officer is assigned to this court.” If the box is clicked, data entered regarding the additional judicial officers will be deleted, as indicated by the warning language. Because this section affects the court’s weighted caseload statistics, please verify that the information entered is correct and the affirmation is only chosen when no additional officers are assigned.

Unlike past reports, the form now requires that time served by additional judicial officers is reported in days or fractions of days, rather than hours. The form field will accept whole or decimal entries only. Example: Magistrate John Doe serves .5 days per week in Superior 1. The system contains a data validation requirement allowing entries up to and including 5.0 days only. You will receive an error message if your submission violates this requirement. If an additional judicial officer works in intervals shorter than a quarter, determine an average of how much time the magistrate serves in each assigned court as far out as necessary and then reduce the average to service in a week’s time. For instance, if a magistrate works in civil court for 1.5 months and criminal court for 1.5 months, then over the course of the quarter, the magistrate worked 2.5 days per week in each court, even though the weeks were lumped together in month spans.

Unlike on the paper worksheet, which is limited by space, the system will accept an unlimited number of entries, with a drop menu for the judicial officer category. Hearing officer is a new category and should be distinguished from referees. Also, while the paper form

asked for appointment dates, ICOR does not require that data at this time.

Some courts divide cases between the judge of the court and a regularly assigned judicial officer. If the judicial officer holds the title of Magistrate, Commissioner, Hearing Officer or Referee, that officer does not file his or her own QCSR. The court that receives the case filings reports the case statuses. If an additional judicial officer takes care of a certain jurisdiction of cases, that officer is reported in this section for the number of days he or she serves in the reporting court, regardless of to which cases he or she is assigned.

Number of Days Per Week the Judge Served in This Court During the Reporting Period

Title	Name (Include last name only)	Days Served Per Week	
<input type="text" value="Judge"/>	<input type="text"/>	<input type="text" value="0.01"/>	Add Judge Time

Time served must be entered in days or fractions of days, i.e., ½ day = .50, ¼ day = .25

NOTE: There are six courts in Indiana that share an elected Judicial Officer. An additional section, as seen above, will be provided for those courts and will only appear on the relevant reports. Again, the maximum days per week collectively for the elected Judges must be 5.0 days.

Report Verification Information	
Name of Presiding Judge:	<input type="text"/>
SAVE DRAFT SAVE FINAL DISCARD CHANGES PRINT	

Report Verification Information

The preparer must enter the relevant name of the Presiding Judge for the court. This is normally the elected or appointed judge for the court. If a judge is off but will return, that judge's name is entered. However, if the elected/appointed judge has officially retired or is otherwise no longer on the bench, the permanently appointed Judge Pro Tem's name is entered on this line. (Example: a judge is deployed as a member of the armed forces—the deployed judge's name is entered, rather than the Pro Tem's name.)

Administrative Rule 1(B) requires the Judge to certify the statistical data filed with the Division. The amended rule requires the Judge to print and sign the verification of the court's annual collected statistics, and the person filing the statistical reports will verify the

presiding judge in the section shown above. The Division will send a summary report to each judge when the signatures are due. The Judge verifies, by executing the user agreement and Judicial Authorization for Court Report Preparation, that the statistics submitted for each reporting period are proper representations of the judicial work of the relevant court for that period. A copy of the User Agreement and Authorization form are available on the Court's website at <http://www.in.gov/judiciary/admin/courtmgmt/forms/2007.html>. The Judge shall update the Authorization Form as necessary to reflect staff changes, so that the new staff members can receive ICOR access and former staff identifications may be deactivated.

Saving Front Page Data

When the court has completed or verified each portion of the Court and Preparer Information page, it must save the entered data.

Name of Preparer
Date Prepared
Phone Number
E-mail Address

kdmillerqa - DonnellyMiller,
3/31/2007
kdmiller@courts.state.in.us

Other Judicial Officers Regularly Assigned to Court During Reporting Period

Title	Name	Days Served Per Week	
<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value="0.01"/>	Add Assigned Officer

Time served must be entered in days or fractions of days, i.e., ½ day = .50, ¼ day = .25

☒ I affirm that no magistrate, commissioner, referee, or hearing officer is assigned to this court.

Number of Days Per Week the Judge Served in This Court During the Reporting Period

Title	Name (Include last name only)	Days Served Per Week	
<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value="0.01"/>	Add Judge Time

Time served must be entered in days or fractions of days, i.e., ½ day = .50, ¼ day = .25

Report Verification Information

Name of Presiding Judge:

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)



You may choose "Save Draft," "Save Final," or "Discard Changes." You may also choose to print the entry screen. When you choose the "Print" feature, the system will prompt you to save a draft, save final or cancel the print request. The system will not permit you to print the screen without saving data entered. These features will be discussed more fully below, in the section on ICOR Navigation.

MATRIX

	Criminal												Juvenile												Civil																																																																											
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
Criminal Before Court (Pt. I)													Juvenile BEFORE COURT (Pt. I)												Civil Before Court (Pt. I)																																																																											
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The matrix on the traditional paper worksheet contains four parts. Because each part can be further subdivided into groups of case types, the online version contains nine data entry screens.

	Criminal												Juvenile												Civil																																																																											
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00
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Part I — Before Court

Criminal Before Court (Part I), Juvenile Before Court (Part I), and Civil Before Court (Part I)—These entry screens represent the cases pending before the court, during the quarter, in the criminal, juvenile or civil case type categories. If your court does not exercise criminal, juvenile or civil jurisdiction and does not have any of these case types, simply affirm the entry screen does not apply to the reporting court by clicking the affirmation box on the lower left of the screen.

CRIMINAL PART I: BEFORE COURT

	1	2	3	4	5	6	7	8	9	10	11
	Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
WCL Factors >	453	155	420	260	210	75	0	40	18	2	2
PART I: BEFORE COURT	MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE
A. Previously Pending	0	0	0	0	0	0	0	0	0	0	0
B. New Filings	0	X	0	0	0	0	0	0	0	0	0
C. Venued In	0	0	0	0	0	0	0	0	0	0	0
D. Transferred In	0	0	0	0	0	0	0	0	0	0	0
E. TOTAL CASES BEFORE COURT (A through D)	0	0	0	0	0	0	0	0	0	0	0

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

☐ I affirm that this page does not apply

Part I records the cases pending in each Indiana court. It includes previously pending, newly filed, and cases venued or transferred into the court. The entry screen will request you verify or enter the following items:

WCL Factors >

PART I: BEFORE COURT

A. Previously Pending

B. New Filings

C. Venued In

D. Transferred In

E. TOTAL CASES BEFORE COURT (A through D)

LINE A: Previously Pending

At the beginning of each quarter, Line A represents cases open with no previously reported dispositions. Beginning with Q2, ICOR will pre-populate Line A from the previously submitted QCSR totals, Part III, Line T, discussed below. Each year for Q1, Line A will be left blank and the preparer must enter the relevant totals from the previous reporting period. Because the system will save previously submitted reports, you may reference Line T from the Q4 reporting period to enter data on Line A of the new report. The number of cases previously pending on the first day of a reporting period should be equal to the number of cases that remain pending on the last day of the immediately preceding reporting period.

Entries on Line A cannot be negative. If all previously pending cases have been resolved, the total pending is zero. You will receive an error message if data entered violates this data validation requirement. While the Division acknowledges that cases may have supplemental dispositions, for the purposes of this form, the case must be disposed of only one time. For example, even if a default judgment

is set aside, the case must not be given an additional disposition after the case is redocketed.

Other potential examples of this phenomenon are withdrawn guilty pleas, successful Petitions for Post Conviction Relief, remanded cases after appeal, cases affected by operation of law, successful Motions to Correct Error, and reinstatement of dismissals without prejudice in accord with Trial Rule 41(F), where the judgment is set aside. Again, the courts must **not** reflect the above dispositions if the case was previously reported as disposed in a different manner.

WCL Factors >
PART I: BEFORE COURT
A. Previously Pending
B. New Filings ←
C. Venued In
D. Transferred In
E. TOTAL CASES BEFORE COURT (Athrough D)

LINE B: New Filings


In addition to the previously pending cases from the preceding quarter, each court generally receives new filings. As you see on the form, some case types no longer exist. As of January 1, 2002, Criminal Felony (CF), Civil Plenary (CP) and Adoption History (AH) case types were discontinued. While there are no new CF, CP or AH filings permitted, those cases filed in these categories prior to January 1, 2002 will retain their original designation, for reporting and disposition, regardless of transfer or change of venue.

Once a case is filed, the court will receive the appropriate weighted caseload factor listed along the top of the matrix, under each case type. Even if the case is otherwise redocketed the court may not include it as a new filing a second time. Line B includes only those cases INITIATED within the relevant quarter.

ANSWERS TO FREQUENTLY ASKED QUESTIONS RELATED TO LINE B:

1. When a search or arrest warrant is issued before charges are filed, the case is given a MC designation. The case is disposed of by Bench disposition and the charges will result in a new case filing.
2. A court must assign a separate cause number for **each child** involved in a Juvenile CHINS (JC), Juvenile Delinquency (JD), Juvenile Status (JS), Juvenile Paternity (JP), Juvenile Miscellaneous (JM) and Juvenile Termination of Parental Rights (JT) case. Each child is evaluated separately, potentially resulting in different decisions and applications of the law.
3. Petitions for Legal Separation are given the case type DR. Any subsequent Petitions for Dissolution are filed in the same case, except in certain circumstances discussed in the section on case type DR.
4. Even if an estate is opened only for the purpose of filing an inheritance tax return, the case type assigned is EU. The case is then disposed by entry on Line N (Closed).
5. Estate contests (will contests) are conducted under the existing estate cause number, rather than receiving a new cause number.
6. If an estate created a supervised trust, the trust is assigned a new cause number, with case type TR.
7. A petition for Adult Protective Services receives an MI designation, regardless if filed by family or an organization.
8. Foreign judgments, whether simply recorded or enforced, are filed with an MI case type.
9. When a medical tort claim is pending before the review board and the defense files a pleading for decision on a corollary issue, such as a Request for Declaratory Judgment, the corollary issue filing is given case type MI. The tort case, if filed, is separate and is given the case type CT.

WCL Factors >	
PART I: BEFORE COURT	
A.	Previously Pending
B.	New Filings
C.	Venued In
D.	Transferred In
E.	TOTAL CASES BEFORE COURT (Athrough D)




LINE C: Venued In

Trial Rules 75 and 76, Small Claims Rule 12 and Criminal Rule 12 outline the venue requirements and procedures for changing a case from one county to another. You will enter the number of cases received from another county (for any reason) on Line C. The sending court will report the case as “venued out” on Line R, discussed below.

While these cases will receive new cause numbers, they will retain the original case type, including those discontinued case types addressed above.

WCL Factors >	
PART I: BEFORE COURT	
A.	Previously Pending
B.	New Filings
C.	Venued In
D.	Transferred In
E.	TOTAL CASES BEFORE COURT (Athrough D)



LINE D: Transferred In

Line D represents the number of cases received by the reporting court from courts within the same county. Trial Rules 75 and 76, Small Claims Rule 12 and Criminal Rule 12 govern transfers within the county as well. This category should include cases transferred due to change of judge, special judge appointment as determined by Trial Rule 79(M), caseload allocation and transfer of small claims cases to Civil Plenary (PL), even if the small claims transfer occurs in the same court. A case previously venued into a county will be reported as *transferred in* by the reporting court if the sending court is in the same county.

WCL Factors >	
PART I: BEFORE COURT	
A.	Previously Pending
B.	New Filings
C.	Venued In
D.	Transferred In
E.	TOTAL CASES BEFORE COURT (Athrough D)

LINE E: Total Cases Before the Court

Line E represents the total cases before the court for the reporting period. INCite will automatically compute the totals on this line. Therefore, if a court needs to correct an entry in Part I on a previously submitted QCSR, Line E will be updated automatically. Because Line E is automatically computed, if your entries in Part I produce a negative number in Line E, you will receive an error message due to a data validation requirement. Please contact the Helpdesk if you have difficulty correcting this error.

[illegible]

Parts II & III — Disposed

Criminal Disposed (Parts II & III), Juvenile Disposed (Parts II & III), and Civil Disposed (Parts II & III)—These entry screens represent the cases disposed by the court, by a variety of means, in the criminal, juvenile or civil case type categories, as well as the total remaining cases before the court pending at the end of the quarter. If your court does not exercise criminal, juvenile or civil jurisdiction and does not have any of these case types, simply affirm the entry screen does not apply to the reporting court by clicking the affirmation box on the lower left of the screens.

CRIMINAL PART II: DISPOSED CASES AND PART III: PENDING AT END OF QUARTER

	1	2	3	4	5	6	7	8	9	10	11
	Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
WCL Factors >	453	155	420	260	210	75	0	40	18	2	2
PART I TOTAL CASES BEFORE COURT	0	0	0	0	0	0	0	0	0	0	0
PART II: DISPOSED CASES	MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE
F. By Jury Trial	0	0	0	0	0	0	0	0	0	0	0
G. By Bench Trial	0	0	0	0	0	0	0	0	0	0	0
H. By Bench Disposition	0	0	0	0	0	0	0	0	0	0	0
I. Dismissed	0	0	0	0	0	0	0	0	0	0	0
J. Default	X	X	X	X	X	X	X	X	X	0	0
K. Deferred/Diverted	0	0	0	0	0	0	0	0	0	0	0
L. Guilty Plea/Admission	0	0	0	0	0	0	X	0	0	0	0
M. Violations Bureau	X	X	X	X	X	X	X	0	0	0	0
N. Closed	X	X	X	X	X	X	X	X	X	X	X
O. FTA/FTP	X	X	X	X	X	X	X	X	X	0	0
P. Other	0	0	0	0	0	0	0	0	0	0	0
Q. TOTAL DISPOSED CASES (F through P)	0	0	0	0	0	0	0	0	0	0	0
R. Venued Out	0	0	0	0	0	0	0	0	0	0	0
S. Transferred Out	0	0	0	0	0	0	0	0	0	0	0
PART III: PENDING AT END OF QUARTER	MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE
T. TOTAL (E minus Q minus R minus S)	0	0	0	0	0	0	0	0	0	0	0

Part II records the number of cases that are disposed of by the court during the reporting period for various reasons. The system applies a data validation requirement to each line and the total on Line Q, verifying that an entry that individually or entries that in total are equal or less than cases in a case type than are currently pending before the court. If an entry or collection of entries results in a negative number in Part III, Line T, you will receive an error message. Please contact the Helpdesk if you have difficulty reconciling your entries with the data validation requirement.

As discussed above, legal case dispositions may be reversed, corrected or otherwise changed; however, for statistical reporting purposes, the initial disposition is the only one the court will report.

The entry screens for Part II will request you verify or enter the following items:

PART II: DISPOSED CASES	
F. By Jury Trial	
G. By Bench Trial	
H. By Bench Disposition	
I. Dismissed	
J. Default	
K. Deferred/Diverted	
L. Guilty Plea/Admission	
M. Violations Bureau	
N. Closed	

LINE F: By Jury Trial

A case is disposed by jury trial after a jury has been sworn in AND evidence is entered or a witness has been sworn. Prior to the swearing in of a jury or witness or entry of evidence, if the case is disposed, the court should use another disposition type below.

As you can see from the form, several case types cannot be disposed of by jury trial, pursuant to Trial Rule 38(A), Rule PC 1 § 5, Small Claim Rule 2 (B)(10), and/or statute. While the form and the entry screen permit data for Line F in Juvenile cases, statute prohibits juvenile jury trials. The entry fields will be blocked beginning in 2008. If a juvenile case becomes criminal in nature, the case is dismissed or otherwise closed and a new cause number is assigned, with the relevant criminal case type.

Also, Miscellaneous cases (MI, column 33) include cases with triable issues. Most MI cases will not involve jury issues but the online form will allow for entry of jury trial disposals. The form included in your binder or online has been updated.

PART II: DISPOSED CASES

F. By Jury Trial

G. By Bench Trial

H. By Bench Disposition

I. Dismissed

J. Default

K. Deferred/Diverted

L. Guilty Plea/Admission

M. Violations Bureau

N. Closed

LINE G: By Bench Trial

For reporting purposes, a bench trial occurs after the first witness has been sworn to testify in a trial to the court without a jury, pursuant to Trial Rule 39(B). A court may conduct a bench trial in every case type; however, **it is important to distinguish bench trials from other hearings**. If a court receives evidence or swears in a witness to testify about matters that do not constitute the ultimate issues framed by the pleadings, the court has not conducted a bench trial. As an example, if a case is resolved following a discovery hearing where a witness is sworn and testifies about entered evidence, the case should be disposed of as a bench disposition, rather than bench trial. The witness may have testified and evidence may have been entered but the issues resolved were not the ultimate issues framed by the pleadings.

Even if the only evidence received is received based upon stipulation by the parties as to admissibility, it is still evidence received and if the ultimate issues in the case are resolved, a bench trial was conducted. If the admissibility of evidence is stipulated to and the evidence is submitted in written form with briefs only, you can dispose of the case by bench disposition (*i.e.* summary judgment where the designated evidence was stipulated to).

In a Juvenile Paternity case (JP, column 15), if a father admits paternity through sworn testimony, the case is counted as a bench trial, even if the admission is uncontested.

PART II: DISPOSED CASES	
F. By Jury Trial	
G. By Bench Trial	
H. By Bench Disposition	
I. Dismissed	
J. Default	
K. Deferred/Diverted	
L. Guilty Plea/Admission	
M. Violations Bureau	
N. Closed	

LINE H: By Bench Disposition

This category was added to the QCSR in 1999. The data entered on this line should include cases that are disposed by final judicial determination without swearing witnesses, such as summary judgment pursuant to Trial Rule 56, judgment on the evidence, approval of informal adjustments (juvenile), and approval of agreed judgments, including when a father admits paternity in writing rather than being sworn. Those cases designated by MC where an arrest or search warrant was issued before charges were filed are also included. When the warrant is executed, the case is closed by bench disposition and if charges are filed, the case is given the appropriate criminal case type designation and subsequent disposition.

When an MC case is filed for a probable cause petition, most are signed and the warrant is executed without oral testimony, thus appropriately disposed of by bench disposition. However, if oral testimony was taken in support of a probable cause affidavit in an MC case, the disposition would be bench trial (rare but possible) rather than bench disposition.

PART II: DISPOSED CASES

F. By Jury Trial

G. By Bench Trial

H. By Bench Disposition

I. Dismissed

J. Default

K. Deferred/Diverted

L. Guilty Plea/Admission

M. Violations Bureau

N. Closed



LINE I: Dismissed

This disposition type applies to cases dismissed by the court on its own motion, upon motion of a party or by agreement of the parties. Dismissals, even though they may be without prejudice, are considered dispositions for reporting purposes. If the dismissal is subsequently set aside, further case activity is treated as post-judgment proceedings in a redocketed case.

Dismissals include Trial Rule 41 motions by the party or on the court's own motion. Trial Rule 41 motions include voluntary dismissals by the plaintiff, stipulation by the parties due to settlement, by the court due to a variety of reasons, or for failure to prosecute. When a prosecutor decides to drop criminal charges, the case is counted as dismissed. When a case languishes on a docket with no activity or when the trial rules are not followed, the court or a party may dismiss the case after a hearing, pursuant to Trial Rule 41(E) (commonly referred to as the Call of the Docket).

Line I also includes Trial Rule 12 and Criminal Rule 12 Motions to Dismiss in civil and criminal cases. If the plaintiff or prosecutor chooses to file an amended pleading or charge to correct errors identified in the Order on Dismissal, the case is considered redocketed. In addition, if an entire civil pleading is stricken pursuant to Trial Rule 12(E) or (F), the court will report a dismissal. If only a claim is stricken and further claims remain pending, the case has not yet been disposed and the disposition will reflect the final treatment of the issues framed by the remaining pleadings.

Small Claims Rule 10 dismissals are reported on this line as well, even though the dismissal is without prejudice. If a dismissal is set

aside, the case is considered redocketed and further events are treated as post-judgment proceedings.

If a defendant has been discharged pursuant to Criminal Rule 4 and the limitations period referenced in Criminal Rule 4(C) has expired, the case is treated as dismissed.

This section does NOT include Motions to Dismiss after completion of a deferral or diversion program. For reporting purposes, the deferral or diversion program results in disposition on Line K, described below. Courts should make sure any dismissals on successful deferrals or diversions are separated from regular dismissal numbers.

PART II: DISPOSED CASES	
F. By Jury Trial	
G. By Bench Trial	
H. By Bench Disposition	
I. Dismissed	
J. Default	
K. Deferred/Diverted	
L. Guilty Plea/Admission	
M. Violations Bureau	
N. Closed	

LINE J: Default

This applies to entry of default judgments in civil cases, infractions and ordinance violations. As you can see from the form, defaults cannot be entered in criminal matters or juvenile matters. As addressed above, default judgments may be set aside pursuant to Trial Rules 55(C) and 60(B), and also Small Claims Rule 10(C). Successful Trial Rule 55 and 60, and Small Claims Rule 10(C) Motions are considered post-judgment proceedings, rendering the case redocketed. The Court must separate the successful reinstatements and not report any subsequent dispositions on further QCSRs.

PART II: DISPOSED CASES	
F. By Jury Trial	
G. By Bench Trial	
H. By Bench Disposition	
I. Dismissed	
J. Default	
K. Deferred/Diverted	
L. Guilty Plea/Admission	
M. Violations Bureau	
N. Closed	

LINE K: Deferred/Diverted

The Deferred/Diverted disposition type was added in January 2002. Pursuant to statute, the prosecuting attorney may offer a defendant a deferral or diversion program in criminal cases, rather than proceed to trial on the charge. If the offer is accepted, the paperwork is filed and the case should be reported as a disposed case on this line.

The entry of a deferral or diversion does not legally dismiss the case, but is treated as a disposition for reporting purposes. The statute requires the prosecuting attorney to move to dismiss the case when the agreement is executed. In the event the defendant does not comply with the program, the prosecutor may resume prosecution of the charge, whereby the court will redocket the case. For statistical purposes, the case has already been disposed. No other disposition should be filed for the case on the QCSR.

The objective of this disposition code is to prevent courts from carrying a large pending criminal caseload when in actuality the case is likely to be resolved without further court interaction. Please contact the Helpdesk if your court has difficulty separating regular dismissals from dismissals pursuant to diversion/deferral statutes.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE L: Guilty Plea/Admission

This category is used in criminal cases, infractions, ordinance violations, juvenile matters and protective orders. The court will count the case disposed by guilty plea or admission where the defendant has pleaded guilty to a criminal offense, admitted commission of an infraction or ordinance violation, admitted the claims in a juvenile petition, admitted juvenile paternity, agreed to termination of parental rights or admitted to the claims in a protective order. Courts may encounter situations where this disposition category is appropriate for MI cases.

Infraction and ordinance violation cases should only be reported in this category if the case actually comes before the court for decision (thus using judicial time), including those cases involving defendants who appear in court to plead or admit guilt and pay their fine. If an admission is properly made by mail or before a clerk, the infraction/ordinance violation should be reported as disposed under Line M, the Violations Bureau category.

Indiana Code 36-1-6-3 outlines the ordinances that may be enforced without court proceedings. The statute specifically states that all moving traffic violations must be enforced in court, pursuant to Indiana Code 34-28-5-1 *et seq.* Therefore, even if the violations bureau collects moving traffic violations fees or assists in administering deferral programs for traffic violations, the case must be disposed by court proceeding and included in this disposition category *when the defendant pleads guilty or admits the violation* (if the defendant challenges the citation, another disposition category would be used), rather than the Violations Bureau category. The key is if the

defendant pays for a moving violation or appears in court, it is disposed of on this line. Even if the defendant mails in the payment in a moving violation case, the disposition is made on Line L, rather than Line M. If the defendant mails in a payment in a non-moving violation case, the disposition would be entered on Line M.

In juvenile cases, sometimes the offending juvenile will admit to the charges but because he or she resides in a different county, the case may be venued out after the admission for probation purposes. The original court, if it has received the admission, will enter the admission on this line. If the venue change occurs before the admission, then the case is venued out on Line R, without other disposition. The receiving court will close the case on Line P, "Other" upon receipt, but only if the admission has been entered already.

J. Default	
K. Deferred/Diverted	
L. Guilty Plea/Admission	
M. Violations Bureau	
N. Closed	
O. FTA/FTP	
P. Other	
Q. TOTAL DISPOSED CASES (F through P)	
R. Venued Out	
S. Transferred Out	

LINE M: Violations Bureau

This category includes misdemeanors, infractions, or ordinance violations shown filed in the court but that are disposed through a violations bureau. Indiana Code 33-36-2-1 permits municipal corporations to create a violations bureau. If a violations bureau has been established, when a defendant makes an admission, pleads guilty, and/or pays a fine or judgment through the bureau, clerk, or mail, the case should be counted in the Violations Bureau category. Once a defendant appears in court (and thus uses judicial time) to offer a guilty plea/admission, it should be counted as disposed through the Guilty Plea/Admission category, on Line L. As addressed above, **all violations related to moving traffic ordinances must be conducted through the court and not disposed in this category.** If the defendant appears in court but does *not* admit the violation or offer a guilty plea, another disposition category would apply. This line may be used even if the court must send an SR-16 report to the BMV.

The distinction between Line L and Line M is whether the traffic violation was a moving violation or non-moving, not on whether the court must file an SR-16. Examples of non-moving violations include expired license, seatbelt violation, and damaged or burned-out lights.

Not all counties have violations bureaus. If your county does not have a separately designated staff member under a bureau heading, then the clerk will receive payments for the same categories. If the violation or conviction is on a non-moving violation, then enter the payments on Line M. If the conviction is for a moving violation, enter any voluntary payments on Line L instead.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE N: Closed

Originally this disposition category was used to report the closing of estates, trusts and guardianship proceedings; however, new in 2007, if a court receives a notice of removal of the case to federal court or a notice of bankruptcy affecting the case, the court statistically closes the case and counts the disposition in this category. The closure of the case is treated as a *disposition* for reporting purposes. In the event the case is returned to state court by the federal court or the claim survives the bankruptcy petition, the court will redocket the case. As with all cases, once the disposition was reported for statistical purposes, no other disposition should be reported. Foreign judgments that are filed as MI case types are closed the same day they are filed, because the filing is simply to record the case in the jurisdiction. Generally, foreign judgments are recorded in jurisdictions where the judgment debtor owns property or resides. Therefore if the debtor attempts to sell the property (a house or car or other piece of property), the judgment must be paid out of the

proceeds before the remaining proceeds are distributed to the debtor. Otherwise, the judgment may not be pursued by the judgment owner.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE O: Failure to Appear/Failure to Pay (FTA/FTP)

When a defendant fails to appear or fails to pay (when appearance is not compulsory) in an infraction or ordinance violation case, the case technically remains open until payment is made or the case is dismissed; however, the court is left with a substantial backlog of cases that are essentially dormant. For statistical reporting purposes, the case should be shown disposed in this category when the defendant fails to appear or fails to pay. Once an infraction or ordinance violation case is reported as disposed for either failure to appear or pay, it should not be reported again even if a defendant later appears, pays or proceeds to trial. This disposition category should be used even if the court sends the case to the Indiana Bureau of Motor Vehicles after the defendant's failure to appear or pay.

Some counties send these cases to the Violations Bureau if the defendant fails to appear/pay. While this is appropriate, the disposition should be reported in the FTA/FTP category, rather than Line M, the Violations Bureau category.

If a defendant fails to appear in another criminal case, that failure forms the basis for the court to issue a bench warrant. The failure does NOT dispose the case. The case is still open and pending until the defendant appears and pleads guilty, goes to trial or successfully has the charges dismissed. This disposition line does not apply to all cases where the defendant fails to appear.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE P: Other

Disposed cases reported in this category are those which leave the court for a reason other than those listed in Part II, Lines F through O. For example, if a defendant dies before the case is final, enter the other disposition on Line P. If you have entered dispositions on this Line, please describe why in Part VII: Add'l Information & Alt. Judge Time (Parts V-VII), discussed below (in the above example, your entry would be "death of defendant"). The Division will consider your comments to determine if another disposition type should be added to the matrix. Another example for use of Line P is when a case is venued into a court or transferred into a court AFTER a disposition has occurred. The receiving court will not reconsider the original disposition and therefore the case is disposed of on Line P immediately upon the filing. All proceedings that occur in the new court will be considered post-judgment proceedings. For example, if a divorce has been granted and then the parties move to another jurisdiction, many will change the court for ease in enforcement and modification decisions. The receiving court will not reconsider the divorce decree but may enter modifications of support or custody or similar issues. Those decisions are considered post-judgment in already disposed cases. Another example is when a case was disposed of by bench trial but attorney fees remain at issue, and then the case is transferred to a new court based on change of judicial positions. The new court will have received the case on Line C or D depending on the sending court. The receiving court would close the case on Line P and describe the use in Part VII as "transfer/venue change after disposition of case." In the future, the matrix may contain a separate line for this type of assignment, but now dispose of the case on Line P in these circumstances.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE Q: Total Disposed Cases

This line reflects the total cases that have been reported in Part II, Lines F through P, as disposed or otherwise leaving the system/court. ICOR will automatically total Lines F through P for each case type. As mentioned above, you will receive an error message if your entries cause these totals to exceed Part I, Line E; the number of reported cases before the Court, for each case type. **Keep in mind that the first disposition a case receives is the disposition to be reported on the QCSR.**

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out



LINE R: Venued Out

Cases that have been filed in a court but are moved to **another county** for any reason should be reflected in this category.

J. Default
K. Deferred/Diverted
L. Guilty Plea/Admission
M. Violations Bureau
N. Closed
O. FTA/FTP
P. Other
Q. TOTAL DISPOSED CASES (F through P)
R. Venued Out
S. Transferred Out

LINE S: Transferred Out

Cases that are transferred from one court to another within the **same county**, or from **one court docket to another** (such as a move from small claims docket to the civil plenary docket), should be recorded here. In the event a motion for change of venue from the judge results in a transfer of the case to another court in the same county, the case is also counted in this category. The sending court should record cases transferred under local caseload reallocation plans here as well.

PART III: PENDING AT END OF QUARTER
T. TOTAL (E minus Q minus R minus S)

Part III records the number of cases pending before the court at the end of the quarter after the dispositions and transfers are tallied. The system will automatically tally the case totals for each case type. ICOR will automatically tally Line T totals but will expect you to verify that there are no unintended errors. Please contact the Helpdesk if you are unable to reconcile your records with the totals provided.

LINE T: Total

ICOR will automatically calculate the total cases before the court for the end of the quarter. Subtracting the totals on Line Q, Line R and Line S from the totals on Line E, results in the Line T totals. The number of pending cases shown at the end of the reporting period on

Line T, in every case type category, should be identical to the number of pending cases shown at the beginning of the next reporting period in each respective case type category (Line A). Every first quarter, Line A on the Report will be left blank. The preparer will reference Line T totals verified by the responsible judge in the summary report. In Quarters 2-4, ICOR will pre-populate Line A with the previous quarter's Line T totals. If changes need to be made, the previously submitted QCSRs must be adjusted, resulting in adjusted Line T totals, thus adjusted Line A totals in the succeeding reporting periods. Please note that if previously submitted QCSRs are corrected, the Division will be notified, because the QCSR data entered is used in Division publications.

Due to the data validation requirement, you will receive an error message if Line T totals result in a negative number. Contact the Helpdesk if you experience difficulty in correcting this error.

Criminal Other Info. (Pt. IV)										Juvenile Other Info (Pt. IV)										Civil Other Info. (Pt. IV)									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Part IV — Other Information

CRIMINAL PART IV: OTHER											
	1	2	3	4	5	6	7	8	9	10	11
	Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
WCL Factors >	453	155	420	260	210	75	0	40	18	2	2
PART IV: OTHER	MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE
U. Cases Heard By Reporting Judge, as Special Judge, in other courts	0	0	0	0	0	0	0	0	0	0	0
V. Cases Heard By Other Special Judge in Reporting Court	0	0	0	0	0	0	0	0	0	0	0
W. Cases with Pro Se Litigants	0	0	0	0	0	0	0	0	0	0	0
X. Cases Referred to ADR	0	0	0	0	0	0	0	0	0	0	0

[Save Draft](#)
[Save Final](#)
[Discard Changes](#)
[Print](#)

☐ I affirm that this page does not apply

Criminal Other Information (Part IV), Juvenile Other Information (Part IV) and Civil Other Information (Part IV)

These entry screens cover various statistics tracked by the Division and the Judicial Center for various statistical reports. You will not be able to enter numbers into this section that exceed the number of cases pending before the court in each case type category. Entries in these entry screens should be made once, when each event occurs for the first time, rather than each time the event referenced has occurred (*i.e.* a judge may continue to hear a case as special judge in another court over several quarters, but should only report it once in the quarter it was initially assigned to the judge).

WCL Factors >	
PART IV: OTHER	
U.	Cases Heard By Reporting Judge, as Special Judge, in other courts
V.	Cases Heard By Other Special Judge in Reporting Court
W.	Cases with Pro Se Litigants
X.	Cases Referred to ADR




LINE U: Cases Heard by Reporting Judge in Other Courts

This line should reflect the number of cases in which the reporting judge accepts jurisdiction for special judge service for other courts, pursuant to Trial Rules 76, 79 and 79.1, and Criminal Rule 13. The case should only be counted once when the reporting judge accepts jurisdiction, and **not** each time the reporting judge works on that specific case. Include on this line the case when it is assigned, even if the judge actually conducts a hearing in his or her own courtroom, rather than in the originally assigned courtroom.

If the special judge is an additional judicial officer reported on the front page of this form, include the special judge service on this line, even though the judge is not the actual elected judge for the court.

WCL Factors >	
PART IV: OTHER	
U.	Cases Heard By Reporting Judge, as Special Judge, in other courts
V.	Cases Heard By Other Special Judge in Reporting Court
W.	Cases with Pro Se Litigants
X.	Cases Referred to ADR



LINE V: Cases Heard by Other Special Judges

This line should record the number of cases in which a judge from another court accepts jurisdiction over a case as special judge from the reporting court, pursuant to Trial Rules 76, 79 and 79.1, and Criminal Rule 13 (example: recusal). **The case should only be counted once in the quarter when the special judge accepts jurisdiction.** Include on this line cases heard by special judges who are magistrates, commissioners, hearing officers or referees in addition to elected or appointed judges.

WCL Factors >
PART IV: OTHER
U. Cases Heard By Reporting Judge, as Special Judge, in other courts
V. Cases Heard By Other Special Judge in Reporting Court
W. Cases with Pro Se Litigants
X. Cases Referred to ADR

LINE W: Cases with Pro se Litigants

A case should be counted in this category case if any party has proceeded without attorney representation at any point in the case while the case remains open. A case should only be counted **once**, however, even if many parties proceed *pro se*, or if the status of the litigants changes one or more times during the course of the case. For statistical purposes, once the case is disposed, do not include the case in this category if a party begins to represent himself or herself *pro se* after the disposition is reported on the QCSR. Count a criminal or juvenile case as *pro se* if, after the hearing in which the defendant is offered an attorney, the defendant refuses one and acts on his/her own behalf after the initial hearing and/or thereafter. For a civil case, determine *pro se* status starting from the moment the complaint or petition is filed. If a plaintiff files a civil case without the assistance of an attorney, count that case as *pro se*. If a defendant files a document or attends a hearing without an attorney, count the case as *pro se*, unless the plaintiff's *pro se* status was already included. Frequently, those courts that exercise small claims jurisdiction will have multiple cases falling into this category.


Litigants who are defaulted should not be counted as *pro se*, since no information about representation was obtained. A case may be counted *pro se* at any time the court believes at least one party is acting on his or her behalf without the assistance of counsel. **Each case may be counted a maximum of one time as *pro se* in the life of the case and that should be counted in the quarter that the Court first determines a litigant's *pro se* status.** Courts may look to appearance forms, filings (if a person files something or appears without an attorney), attendance at hearings *pro se*, or any other factor for this determination.

Litigants who proceed *pro se* but never enter the courtroom (*i.e.* they agree to a diversion program in a criminal case, enter an admission in a juvenile case, settle in a civil case), the statistic is still counted. If the court determines a party proceeded *pro se* at any time

during the life of the case, the case is reported on this line the first quarter the status occurs.

The Division and the Judicial Center use the statistics reported on this line to obtain funding and provide enhanced resources for *pro se* litigants and thus it is critical that courts attempt to identify each case where a party proceeds without representation.

WCL Factors >	
PART IV: OTHER	
U.	Cases Heard By Reporting Judge, as Special Judge, in other courts
V.	Cases Heard By Other Special Judge in Reporting Court
W.	Cases with Pro Se Litigants
X.	Cases Referred to ADR



LINE X: Cases Referred to ADR

This line is used to track and report the number of cases that are referred to Alternative Dispute Resolution. **A case should only be counted one time in this category during the entire existence of the case.** A case should be counted in the quarter that the court refers the case. This is **not** a disposition category.

As defined by ADR 1.1, recognized alternative dispute resolution methods include arbitration, mediation, conciliation, facilitation, mini-trials, summary jury trials, private judges and judging, convening or conflict assessment, neutral evaluation and fact-finding, multi-door case allocations, and negotiated rulemaking. A court may order any covered case to proceed with a form of ADR prior to conducting further court proceedings. If ADR is successful on all issues before the court, then the court will dismiss the case on Line I above. The Division uses Line X to analyze how many cases use ADR remedies, which in turn supports requests for ADR funding and further enhancement of ADR resources.

1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

27	28	29	30	31	32	33	34
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous	TOTAL
53	53	85	93	40	37	87	
AD	AH	ES,EU	GU	TR	PO	MI	

Case Type Columns

COLUMNS: CASE TYPES AS ESTABLISHED BY ADMINISTRATIVE RULE 8


Each case type is defined and examples are given of common cases included in the case type. The examples do not represent an exhaustive list. Each case type is also referenced by number, which corresponds with the column number included on the matrix. Even if your court has only one case in a particular case type category, it must be reported in the separate column until it is disposed. For example, if a civil court has one Criminal Misdemeanor case assigned because of a transfer, the criminal pages apply, even though there is only one entry under the CM category.

1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OVI,OE

Criminal Jurisdiction

Multiple Counts, Number of Defendants, Multiple Charges, and Lesser Convictions

Each defendant is reflected as a single case (Admin. Rule 1(B)(4)). When a person is charged contemporaneously with multiple offenses, only one new filing will be reported in the category of the most serious charge against that defendant. The case will remain in that category even if charges are later amended or if the defendant is convicted of a lesser offense. If multiple individuals are jointly charged with one or more offenses, the report should reflect the number of cases filed as equal to the number of individuals charged. Case disposition may vary as to each defendant. A very limited exception to this rule may apply if a previously filed case is amended to include a charge of Murder. Courts needing to explore this limited exception should contact the Helpdesk. The statutory references provided below for case categories are for illustrative purposes only; the Prosecutor's Office should provide charging information at the time of case filing that includes the most serious category of the charged offenses.




1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OVI,OE

Column 1: MR - Murder

All murder cases, as defined by I.C. 35-42-1-1, filed on or after 1/1/2002 will be reported under the MR category. If the State has sought either the death penalty or life without parole, this information should be recorded in Part V of the QCSR. Murder convictions are characterized by a general sentence of fifty-five (55) years with not more than ten years added for aggravating circumstances and not more than ten years subtracted for mitigating circumstances. The defendant may not be fined more than ten thousand (\$10,000) dollars.


If a court encounters a case that is amended to reflect a murder charge, please contact the Helpdesk for assistance in reporting the case filing statistics.



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OY,OE

Column 2: CF – Criminal Felony


Although no new filings are permitted for this category, all Class A, B, and C felony cases filed prior to 1/1/2002 were reported under the CF category. Even though new filings are under CF are prohibited, existing cases with a CF designation are still disposed, transferred and venued in this category.



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OY,OE

Column 3: FA – Class A Felony


All Class A felonies filed on or after 1/1/2002, are reported under the FA category. These cases are characterized by a general sentence of thirty (30) years, with no more than twenty years added for aggravating circumstances and no more than ten years subtracted for mitigating circumstances. The defendant may not be fined more than ten thousand (\$10,000) dollars. Examples of FA cases include Voluntary Manslaughter With a Deadly Weapon (I.C. 35-42-1-3), and Kidnapping (I.C. 35-42-3-2).



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

Column 4: FB - Class B Felony


All Class B felonies filed on or after 1/1/2002 are reported under the FB category. These cases are characterized by a general sentence of ten (10) years, with not more than ten years added for aggravating circumstances and not more than four years subtracted for mitigating circumstances. The defendant may not be fined more than ten thousand (\$10,000) dollars. Examples of these cases include Causing Suicide (I.C. 35-42-1-2), Voluntary Manslaughter (I.C. 35-42-1-3); Aggravated Battery (I.C. 35-42-2-1.5), Rape (I.C. 35-42-4-1), Criminal Deviate Conduct (I.C. 35-42-4-2), Child Molesting (I.C. 35-42-4-3), Carjacking (I.C. 35-42-5-2), and Arson (I.C. 35-43-1-1).



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

Column 5: FC – Class C Felony

All Class C felonies filed on or after 1/1/2002 are reported under the FC category. These cases are characterized by a general sentence of four (4) years, with not more than four years added for aggravating circumstances and not more than two years subtracted for mitigating circumstances. The defendant may not be fined more than ten thousand (\$10,000) dollars. Examples of these cases include Assisting Suicide (I.C. 35-42-1-2.5), Involuntary Manslaughter (I.C. 35-42-1-4), Reckless Homicide (I.C. 35-42-1-5), Overpass Mischief (I.C. 35-42-2-5), Robbery (I.C. 35-42-5-1), Burglary (I.C. 35-43-2-1), and Forgery (I.C. 35-43-5-2(b)).




1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OY,OE

Column 6: FD – Class D Felony (with previous DF's combined)

All Class D felonies filed on or after 1/1/2002, are reported under the FD category. These cases are characterized by a general minimum sentence of one and one-half years, with not more than one and one-half years added for aggravating circumstances and not more than one year subtracted for mitigating circumstances. The defendant may not be fined more than ten thousand (\$10,000) dollars. Examples of these cases include Involuntary Manslaughter with a vehicle (I.C. 35-42-1-4(c)), Criminal Confinement (I.C. 35-42-3-3), Interference with Custody (I.C. 35-42-3-4), Child Exploitation (I.C. 35-42-4-4), Sexual Battery (I.C. 35-42-4-8), Computer Tampering (I.C. 35-43-1-4), Residential Entry (I.C. 35-43-2-1.5), Theft/Receiving Stolen Property (I.C. 35-43-4-2(b)), and Fraud (I.C. 35-43-5-4).

Previously filed DF cases are included in this case type, even though the cause number has not been changed. If a DF is transferred or venued into a court, it will be assigned the FD case type. Contact the Helpdesk if you have difficulty in combining the two case types.




1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OY,OE

Column 7: PC – Post-Conviction Relief

All Petitions for post-conviction relief filed pursuant to the Rules on Post Conviction are reported in this case type. If a defendant files a Petition pursuant to Rule PC 2, the clerk will assign the case a PC case type and when the court has determined whether the belated filing may be considered timely filed, the Court will dispose the case by Bench Trial or Bench Disposition (Lines G or H) and the Notice of Appeal, Motion to Correct Error or Appeal will be filed under the original criminal case.

Under the PC rules, a Public Defender may discuss the merits of the PC filing and if he or she determines the case lacks merit, may withdraw as counsel and certify to the court that he or she discussed the merits of the filing with the defendant and conducted an investigation. The defendant is permitted under the same rule to proceed *pro se* in the case but after the withdrawal, most defendants simply let the case languish. In order to clear up the docket for languishing PC cases, the court may set the case for a status conference hearing to determine if the defendant wishes to proceed *pro se*, and if he or she does, the court will set the case for trial. If the defendant does not respond or indicates that the case may be dismissed, the court can dispose of the case on Line I, "Dismissed."




1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OVI,OE

Column 8: CM - Criminal Misdemeanor

These cases are characterized by a suspendable sentence that ranges from not more than one (1) year and a five thousand (\$5,000) dollar fine for a Class A misdemeanor to not more than sixty (60) days and a five hundred (\$500) dollar fine for a Class C misdemeanor. Some examples include Battery (Class B), Criminal Trespass (Class A), Computer Trespass (Class A), Criminal Conversion (Class A), Vending Machine Vandalism (Class B), Deception (Class A), Check Deception (Class A), and Harassment (Class B). All misdemeanor classes are combined in this case type. Another example is Invasion of Privacy in a Protective Order case, where the order was violated but did not rise to the level of felony.

If a misdemeanor case is pending and the same defendant is subsequently charged with a felony, the cases should only be transferred to the same court *if the charges arise from the same incident*. If they represent two distinct criminal acts, then the defendant will have two criminal cases pending simultaneously. If the charges relate to the same action, have the prosecutor dismiss the misdemeanor case and amend the

charges to include the misdemeanor charges in the felony case. Otherwise, the courts can conduct the case proceedings in both courts. Transfer of a case to the court hearing the felony case is improper without court order. If the court orders the transfer, that transfer is entered on Line S, "Transferred Out."




1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

Column 9: MC - Miscellaneous Criminal

This includes criminal matters not classifiable as Felony or Misdemeanor, and which are not part of an ongoing proceeding. Illustrative examples may include probable cause hearings in a case not yet filed, a petition for appointment of a special prosecutor, or extradition hearings and proceedings involving forfeiture of property used in a crime. MC may also apply when a search warrant is issued before charges are filed. In these circumstances, the court should issue a MC case number for the search warrant and count the case as disposed under the "Bench Disposition" category when the warrant has been executed. If charges are ultimately filed, the criminal case should then be given the appropriate case type. Another example is when a court cites a person for criminal contempt. You should distinguish this matter from civil contempt, which is contempt of a court order and should be prosecuted under the case where the order arose. The reason a criminal contempt citation receives a separate case number is because the criminal defendant becomes entitled to many criminal rights such as jury trial, change of judge, public defender, *et cetera* and therefore must have a new case number for tracking purposes. Sometimes grand jury proceedings are given case numbers. If the charges have not been filed, the case receives an MC case type. Disposition of a grand jury proceeding is entered on Line P, "Other" rather than another disposition because of the nature of the decision—the jury makes the decision rather than a judge. In Part VII, enter the description, "grand jury proceeding."

This case type is also used in cases where the prosecutor seeks


to seize property. The case is opened when the search warrant is petitioned. The case is disposed of as bench disposition or bench trial when the return of the warrant has been executed and the property is seized. The subsequent forfeiture of the property is a post judgment proceeding, and may be filed as a forfeiture case in civil court if not connected to the ongoing criminal proceeding.



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

Column 10: IF - Infractions

This category includes all infractions. As with other criminal cases and ordinance violations, multiple offenses (i.e. multiple tickets or citations issued to the same individual or arising from the same circumstances), result in only one case filing, even if the various infraction offenses differ in severity or in sanction.



1	2	3	4	5	6	7	8	9	10	11
Murder	Criminal Felony	Class A Felony	Class B Felony	Class C Felony	Class D Felony	Post Conviction	Criminal Misdemeanor	Miscellaneous Criminal	Infractions	All Ordinance Violations
453	155	420	260	210	75	0	40	18	2	2
MR	CF	FA	FB	FC	FD	PC	CM	MC	IF	OV,OE

Column 11: OV / OE - Ordinance Violations

This category involves local ordinance violations. For the purposes of this report, all ordinance violations filed with the court should be reported in this category. If an ordinance violation must be enforced through court proceedings, it is given an OV case type. If the defendant is found to have violated the ordinance, the violator will be assessed the filing fee. **Moving traffic violations must be enforced through a court proceeding**, pursuant to Indiana Code 34-28-5-1 *et seq.* and always given an OV case type. Examples of moving violations include driving with a suspended license, speeding, passing in a no passing zone. If the only charge is a seatbelt

violation, the case may be disposed on Line M, Violations Bureau, rather than through a court proceeding.

A municipal corporation may enforce many ordinance violations, however, without proceeding in court. The corporation may enforce these ordinances by establishing a violations bureau with a violations clerk who accepts the admissions of violation and payment of civil penalties. If it is an ordinance violation which can be paid through a municipal violations bureau but in which the defendant has requested a court hearing, the ordinance violation is filed as "OE" (exempt ordinance). The case number of such ordinance violations is given a different designation for court cost collection purposes.


If a violator chooses to challenge an otherwise exempt ordinance, the case is given case type OE and no filing fee is assessed, even if the violator is ultimately unsuccessful.

As with other criminal cases and infractions, multiple offenses (i.e. multiple tickets or citations issued to the same individual or arising from the same circumstances), result in only one case filing, even if the various ordinance offenses differ in severity or in sanction. With the new e-citation project sponsored by JTAC, the tickets can contain as many as four distinct charges.

12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

Juvenile Jurisdiction

Each child considered by the court system shall receive a separate cause number, regardless of his or her familial relationship to another child. This requirement is pursuant to State statutes that require each individual child to be considered and addressed as an individual and not as a family group. For case types JC, JT and in certain circumstances, JD, the court will exercise juvenile jurisdiction if the child is under eighteen. Pursuant to Indiana Code 31-30-2-1 a court may retain jurisdiction in a JC case until the child is twenty-one.



12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

Column 12:JC - Juvenile CHINS


This category reflects those cases before the court where a child is alleged to be in need of services as defined by I.C. 31-34-1-1 *et. seq.* The case is counted as a “New Filing” when a petition alleging that a child is in need of services is filed. A separate cause number must be given to each child.

Examples of JC cases include situations in which a child needs care, treatment or rehabilitation that the child is not receiving and is unlikely to receive without the intervention of the court, and which include circumstances where: the child’s physical or mental condition is seriously impaired or seriously endangered as a result of not being supplied with necessary food, clothing, shelter, medical care, education or supervision (I.C. 31-34-1-1); the child’s physical or mental health is seriously endangered due to injury by the act or omission of a parent/guardian/custodian (I.C. 31-34-1-2); the child is the victim of a sex offense (IC. 31-34-1-3); the child is allowed to perform in an obscene performance (I.C. 31-34-1-4); or the child is allowed to commit a sex offense (I.C. 31-34-1-5). See also I.C. 31-34-1-6 through 31-34-1-11.

School truancy cases which result in an informal adjustment should be filed under the Juvenile Miscellaneous (JM) category, and should **not** be filed as a JC or reported in this category unless the truancy poses a serious endangerment to the child resulting in the filing of a CHINS petition alleging educational neglect under I.C.31-34-1-1. Truancy cases that become CHINS cases and are issued JC cause numbers are subject to the same notice requirements, hearing requirements, periodic review requirements, and records retention requirements established by the CHINS statutes and court rules.

If an informal adjustment is filed on a child pursuant to I.C. 31-34-8-1 *et. seq.*, it must be assigned a JM, or Juvenile Miscellaneous, number and not a JC cause number.


If a CHINS case is filed and one party admits to the neglect but the other party does not and the court conducts a fact finding hearing, the disposition is entered on Line G, "Bench trial," even though the first party admitted to the neglect. The reason is that the disposition that finalized the case was the bench trial, rather than the admission. The last disposition for the last remaining party is the critical disposition that is reported.



12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

Column 13: JD - Juvenile Delinquency

This category reflects cases where a child is alleged to be delinquent. The case is recorded as a "New Filing" when a petition alleging delinquency is filed. For illustrative purposes, a child is delinquent if before becoming eighteen (18) years of age, the child commits an act that would be an offense if committed by an adult (I.C. 31-37-1-2). Pursuant to Indiana Code 31-37-1-2, a child commits a delinquent act until the age of eighteen unless the acts are exempted from juvenile jurisdiction pursuant to Indiana Code 31-30-1 *et seq.* If the court determines that the juvenile's case should be waived to criminal court, the disposition is entered on Line I, "Dismissed," because the case will be filed as a criminal case, rather than disposed of by the juvenile court.




12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

Column 14: JS - Juvenile Status

This category reflects cases where a child is charged with committing an act that would not be an offense if committed by an adult. For illustrative purposes, examples of status offenses

may include situations where a child commits a delinquent act and needs care, treatment or rehabilitation that the child is not receiving or is unlikely to accept voluntarily without the coercive intervention of the court. Delinquent acts in this circumstance may include leaving home without reasonable cause and without permission (I.C. 31-37-2-2); failing to attend school in violation of compulsory school attendance (I.C. 31-37-2-3 citing 20-33-2); habitually disobeying the reasonable and lawful commands of a parent/guardian/custodian (I.C. 31-37-2-4); or violating curfew (I.C. 31-37-2-5).




12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT

Column 15: JP - Juvenile Paternity

This category includes Paternity actions filed by any party, including the prosecutor. A separate cause number should be given to each child. A **support action pursuant to a paternity affidavit** would receive a JP classification. Even if a protective order is entered involving the parent and child, do not consolidate the PO case with the JP case. You may hold simultaneous hearings on the cases, but keep the files separate and make separate entries on the CCS for all related findings and orders.

In the event the prosecutor and the putative father agree on paternity, the disposition of the case is entered on Line L, "Admission." If the case proceeds in court, it is handled by bench disposition or bench trial depending on whether testimony was heard.



12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT


Column 16: JM - Juvenile Miscellaneous

These cases are juvenile matters that do not fall under other categories, including court approval of informal adjustments. If an informal adjustment (JM) is filed and the terms are later violated and a delinquency petition is filed, the JM should be identified as "Bench Disposition" on Line H, and a JD case is opened as a New Filing. If the informal adjustment violation does not result in a subsequent delinquency or status filing, the hearing and decisions made on the informal adjustment case are considered post-judgment proceedings. School truancy cases should be filed as JM if the case is handled as an informal adjustment. If a CHINS petition alleging educational neglect under I.C. 31-34-1-1 is filed, however, the case should be assigned a JC cause number. This category is also used when the court wants to hold a hearing on the juvenile petition to determine whether a CHINS petition should be filed and some courts hold a hearing on whether a JD or JS petition should be filed. Such a proceeding should be opened as a JM case since, at the time the issue comes before the court, it is not clear whether or not a petition should be filed. Usually the disposition would be by bench disposition, unless testimony is taken, in which case the disposition is bench trial. This treatment of the miscellaneous category is similar to criminal miscellaneous (MC) when the court determines probable cause on a warrant. When the resulting JC, JD or JS is filed (if appropriate), one of the first CCS entries should be a cross reference to the JM case number and a corresponding entry should be made in the JM case file.

In the event a court must issue a search warrant against a juvenile prior to a petition being filed, the search warrant is given a JM case type rather than MC case type, as given to regular search warrant petitions. The reason is that the juvenile cases are all deemed confidential by statute and thus the search warrant filing will automatically be confidential as well. Also, if a court must enter a protection order in favor of a child, JM is the case type assigned, rather than PO. The reason is that the

juvenile files are confidential and so the entire file will be confidential in this case.

Several courts have assigned informal adjustments the incorrect case type. A court approved informal adjustment recommendation from the Juvenile Probation Department is given a JM case type and the disposition is entered on Line G or H depending on whether a hearing was conducted.



12	13	14	15	16	17
Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
111	60	58	82	12	194
JC	JD	JS	JP	JM	JT


Column 17: JT - Termination of Parental Rights

All proceedings for termination of parental rights must be given a JT cause number and docketed separately from other proceedings involving the same child. (*State ex.rel. Gosnell v. Cass Circuit Court*, 577 N.E.2d 957). In termination of parental rights cases involving multiple children, a separate cause number must be assigned to each child.

18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Civil Jurisdiction


Civil cases are filed when the plaintiff or petitioner seeks monetary damages or Court redress.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 18: CP – Civil Plenary (filed before 1/1/2002)


The CP designation is no longer used to report New Filings. All cases designated as CP before 1/1/2002, however, will remain as CP cases for venue, transfer and disposition reporting.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 19: PL - Civil Plenary


All Civil Plenary cases filed on or after 1/1/2002 must be reported under the PL category. The PL category is used for any civil case not easily categorized in a more specific civil category. Generally, these cases may be more complex cases not involving a mortgage foreclosure or the collection of an outstanding debt. Frequently cases involving contract disputes are assigned to this category. Another example of a case that falls within this category is an equitable or injunctive relief petition.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 20: MF – Mortgage Foreclosures


All mortgage foreclosure cases filed on or after 1/1/2002 will be reported under the MF category, regardless if the complaint requests *in rem* or *in personem* jurisdiction.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 21: CC – Civil Collection


All Civil Collection cases filed on or after 1/1/2002 will be reported under the CC category. CC cases may include the following: proceedings supplemental as an independent action; suits on notes and accounts; general collection suits; landlord and tenant suits for collection; ejectment, and eviction cases. Cases that are filed on the small claims docket of a court or in the small claims division of a multi-division court shall continue to be issued an SC case designation, including eviction cases that meet the restricted dollar amount.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 22: CT - Civil Tort


All civil cases founded in tort and filed on the regular civil docket of the court are counted in this category. Torts that are filed on the small claims docket of a court or in the small claims division of a multi-division court shall continue to be issued an SC case designation.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 23: SC - Small Claims

Cases filed on the small claims docket of the circuit, superior, or county courts as established by I.C. 33-28-3-2 *et seq.*, I.C. 33-29-2-2 *et seq.*, I.C. 33-30-5-1 and 2, and Small Claims Rule 1 are given this case type. While city and town courts may have cases that fall within the monetary limits of small claims jurisdiction, those cases are not defined as small claims by the statutes cited above, and must be counted as PL (Plenary) or CC (Civil Collections) cases depending upon the nature of the action. Included in the small claims cases are eviction cases where the dollar amount restriction is not exceeded.




18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 24: DR - Domestic Relations

This category includes petitions for dissolution of marriage, petitions for legal separation and petitions to establish child support. When a petition for legal separation is filed, the case is assigned a DR number. If a party files a petition for dissolution pursuant to Indiana Code 31-15-2 *et seq.*, the case will retain the original number assigned and not receive a new number, *unless* the Decree of Legal Separation was signed more than one year before the dissolution petition was filed. Please note that when a petition for legal separation is filed and the separation is decreed, the case is statistically disposed by bench trial, entered on Line G, and the separation expires one year after the decree is signed. (I.C. 31-15-3-9) Because the case has been reported disposed, if a party subsequently files a petition for dissolution within the year, the filing and all activity following is not recorded as a separate disposition.

Counter-petitions for separation or dissolution, citations, and petitions to modify are not assigned new cause numbers and are not to be reported as separate cases unless no prior case exists. In each of these situations, subsequent filings should be shown filed under the original cause number and if the separation or dissolution has been decreed, the filings are post-judgment proceedings.


If a domestic case is filed in an Indiana court after the divorce is final in another court (within Indiana or outside the state), the case is disposed of on Line P "Other" and the description provided in Part VII would be "venued in completed divorce case." Frequently if the parties to a domestic case have moved into the state, they may still seek to enforce custody, visitation and support issues and therefore changing the court where the case is enforced makes the proceedings convenient for the parties. The receiving court does not change the status of the case but may conduct proceedings on requests for modification or enforcement. Therefore the case is disposed of prior to the receipt and must be reported on Line P to distinguish the disposition from other regular judicial dispositions.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 25: RS - Reciprocal Support


This category should include reciprocal enforcement of child support (UIFSA) and petitions for modification of support or custody and/or support under the Uniform Child Custody Jurisdiction Act.



18	19	20	21	22	23	24	25	26
Civil Plenary (pre 1/1/2002)	Civil Plenary	Mortgage Foreclosure	Collection Case	Civil Tort	Small Claims	Domestic Relations	Reciprocal Support	Mental Health
121	121	23	26	118	13	185	31	37
CP	PL	MF	CC	CT	SC	DR	RS	MH

Column 26: MH - Mental Health

This category includes petitions for emergency detention, for temporary commitment and for regular commitment. A report following emergency detention uses the cause number assigned to the petition for emergency detention and is not assigned a new number. Likewise, treatment plans and periodic reports are filed under the original cause number. These matters are reported as disposed on Line G or H (Bench Trial or Bench Disposition) when the court enters an order establishing or terminating the commitment or Line N (Closed) when the court receives a notice of discharge from a mental health facility.




27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 27: AD - Adoption

An AD "New Filing" is created when a petition for adoption is filed, and is disposed when the court enters a final decree or where the petition is dismissed. As of 1/1/2002, AD cases include petitions for adoption as well as petitions for release of adoption information.


Sometimes siblings are adopted simultaneously. As with other cases involving juveniles, each child's adoption should receive a separate case number. The judge can waive the second filing fee however.



27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 28: AH - Adoption History


The AH designation is no longer used to report new filings, but prior to 1/1/2002 this category included petitions for release of adoption information filed pursuant to I.C. 31-19-24-2 *et seq.* Although no new case should receive an AH, any existing AH cases should retain the AH designation for venue, transfer, and disposition reporting.



27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 29: EU/ES - Estates

This category includes all cases involving the administration of estates, including petitions to probate estates and petitions seeking supervised (ES) or unsupervised (EU) administration of an estate. A will contest is to be treated as part of the estate proceeding and is **not** assigned a new number. Also, the clerk will assign an EU case type when an estate is opened to file an inheritance tax return. Please note that previously, estates opened to file inheritance taxes were assigned an MI case type, but the policy has been changed as of the first Quarter 2007. When the estate has been probated and/or all challenges have been resolved, the court reports the estate as "closed" on Line N. EU can be used when an attorney wishes to petition to probate a will only, rather than the full estate, or spread the will of record, unless the attorney believes that hearings will be held in the case, in which event the ES case type would be assigned.




27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 30: GU - Guardianship

A petition for appointment of guardian is reported as a New Filing under this category. The case is reported disposed as "Closed" (Line N) when the court enters an order establishing the guardianship, the guardian has been appointed and the guardian has accepted the appointment. A compromise wrongful death claim may be a GU (if the case involves a minor or the amount in controversy exceeds \$3,000); otherwise the case receives the MI designation. All activity after the appointment is the same as in a divorce case—modifications on custody and child support are the same as review of the guardianship. If the guardian is termed temporary, then the order is preliminary and the case will remain pending until the *final* order establishing and appointing the guardian has been entered. You do not need to wait until the guardianship is terminated before closing the file. Remember the disposition of "closed" is for statistical purposes only; if your policy is to retain the file until the guardianship is terminated, do not change the policy simply because you do not report the case as a pending case during the pendency of the guardianship.


In the event the court holds a hearing to determine proper appointment of the guardian and issues letters pursuant to the findings from the hearing, the proper disposition is Bench Trial, Line G, rather than "Closed."



27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 31: TR - Trusts

A petition to docket a trust is a New Filing under this category. This case type also includes supervised trusts that have been created through an estate. The trust will receive a new cause number, separate from the estate. When the trust has been reviewed, funded and approved, the court will dispose of the case on Line N (Closed).




27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI

Column 32: PO - Protective Orders (Orders of Protection)

Petitions for protective orders not filed in another proceeding are reported as New Filings under this category. The majority of these petitions are filed pursuant to I.C. 34-26-5-1. Even if parties to the Protective Order are married and subsequently file a Petition for Legal Separation or Dissolution, the PO case is NOT consolidated with the DR case. Generally, if the court files a contempt citation under the PO case, it is filed using the same case number. Criminal charges are filed as Invasion of Privacy and reported under the criminal case type that applies. Any order that relates to the PO case but is filed in a related DR case should have a corresponding order in the PO case. The court cannot enforce an order in a DR case with criminal proceedings, but only civil contempt citations. If a PO case were to be consolidated with a DR case, Trial Rule 42 procedures must be

followed, warnings in the PO forms would be lost in a DR case, it would be difficult to enforce any criminal charges related to a violation of the PO, it would be difficult to enforce the gun restrictions, the IDACS indicators would be lost in the consolidation, enforcement would be more confusing for law enforcement, and the court would have to hold a second hearing on consolidation when the final hearing would be held in the DR case. If the PO were contained in the final decree, that portion would expire by statute after 2 years, whereas the rest of the decree would stand.

Child protective orders are assigned the JM case type rather than PO because of the confidentiality of the entire case.



27	28	29	30	31	32	33
Adoptions	Adoption History (pre 1/1/2002)	Estates	Guardianships	Trusts	Protective Orders	Miscellaneous
53	53	85	93	40	37	87
AD	AH	ES,EU	GU	TR	PO	MI


Column 33: MI – Miscellaneous

Any civil matter which is unrelated to other pending litigation and which cannot be classified into any of the foregoing categories should be reported here. Examples of matters that may receive an MI case number include the following:

- A petition for **adult protective services**. (If filed by the children of the adult or another organization, the judge may waive the filing fee.)
- A **compromise wrongful death claim** may be a GU (if the case involves a minor or the amount in controversy exceeds \$3,000), but otherwise is issued an MI case number.
- A proceeding to **reinstate a driver's license** that has been administratively suspended. (The regular civil filing fee applies.)
- A **petition for emancipation**.
- An action for **forfeiture of property**, if it is filed separately from an ongoing criminal proceeding.
- An action for **return of property used in a crime** should be filed in the original criminal case. If the case is closed,

however, an MI designation is assigned (and no fee is charged).

- A **custody petition** or a **visitation petition filed by grandparents**. (The regular filing fee applies.)
- **Habeas Corpus** cases from Department of Corrections.
- **Recording or Proceedings supplemental to enforce a foreign judgment**. (Regular filing fees apply and this is counted on the statistical report.) If the foreign judgment is recorded only, the case is closed on Line N simultaneously with the filing. Any actions taken to enforce the proceeding are considered post judgment and thus do not affect the disposition status of the case.
- **Name change petitions, appointments of appraisers and marriage waivers**. (All of these are ordinarily charged a regular filing fee, but the court may waive the fee.)
- A **medical tort claim** that is still before the medical review board and not yet before the court, but which has corollary issues requiring judicial action. If a tort case is later filed, it should receive a CT case number.
- A **petition for support without paternity claims**. (For those both with or without public assistance issues.)
- Post-judgment petitions for **modification of custody** filed in a court other than where the divorce was granted or where paternity was established, if the petition involved solely custody but not support. If it is the same court that originally granted the divorce or established paternity, the case would be simply re-docketed, and would not count as a New Filing. If the Petition for modification includes support, the case should be assigned the RS case type.
- **Applications for Judgment** for unpaid taxes filed by the county auditor.
- **Petitions for Property Transfer under Eminent Domain**.
- **Petition creating Conservancy Districts** pursuant to I.C. 14-33. The case can be closed when the court enters the final order creating the district but the court should enter an order exempting the file from the regular MI retention schedule since the Board of Directors (I.C. 14-33-5-20) must file a report annually regarding the district.
- **Tax Warrants**, filed with or without further collection proceedings. The case remains open until the warrant is paid or otherwise discharged.



33	34	
Miscellaneous	TOTAL (All Case Types, 1 through 33)	
87		< WCL Factors
MI		PART I: BEFORE COURT
<input type="text" value="0"/>	<input type="text" value="0"/>	A. Previously Pending
<input type="text" value="0"/>	<input type="text" value="0"/>	B. New Filings
<input type="text" value="0"/>	<input type="text" value="0"/>	C. Venued In
<input type="text" value="0"/>	<input type="text" value="0"/>	D. Transferred In
<input type="text" value="0"/>	<input type="text" value="0"/>	E. TOTAL CASES BEFORE COURT (A through D)

Column 34: Total (All Case Types, Columns 1 through 33)

ICOR automatically tallies all the data entered per Line in Column 34. The Division recommends the court verify the values in this Total line with its records. Please contact the Helpdesk if you experience difficulty reconciling your records with the system.

Part V. Additional Case Information

1. Number of proceedings reported received during quarter for:

Court (County) (City/Township)

2. Number of cases awaiting "judgment" as defined by I.R. 84(b) that the reporting judge has under appointment as the end of the quarter.

3. Number of cases awaiting "judgment" as defined by I.R. 84(b) that the reporting judge has under appointment in which reporting judge is serving as special judge.

4. Number of cases in which judgment was entered at county expense:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	TOTAL	

5. Number of cases in which court interpreter services were used and were paid by the county:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	TOTAL	

6. Please indicate for which languages the court interpreters were needed:

7. Number of cases in which a judge or clerk of court was appointed to the court who was not appointed:

1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	TOTAL	

8. Number of Court Business Record (CBR) designations that were issued during the reporting period:

Part VI. Alternate Judge Time

1. Service by other judicial officers in reporting court (judicial officers that are not currently assigned to the reporting court) and other you need detail on both of reports:

Please indicate the number of days of service of date, for reporting period that they provide their services in reporting court:

County/Judge	Days Per Reporting Period	County/Judge	Days Per Reporting Period
_____	_____	_____	_____
_____	_____	_____	_____

2. Service by reporting judge in other courts of the reporting judge in serving the blocks of time under the local judicial plan:

Please indicate the number of days of service of date, for reporting period that they provide their services in reporting court:

County/Judge	Days Per Reporting Period
_____	_____
_____	_____

Part VII. Explanation and Comment

Parts V-VII — Additional Information & Alternate Judge Time

The Division, the Indiana Judicial Center and other divisions track various information regarding cases filed and heard in the courts. The statistics provided help committees plan enhancements in court services, support grant proposals and other funding requests and allow the state to determine the use of various court services provided, including guardians *ad litem*. The entry screen will request you verify or enter the following items:

Part V: Additional Case Information																	
1. Number of prosecutorial requests received during the quarter for: Death Penalty <input style="width: 50px;" type="text"/> Life Without Parole <input style="width: 50px;" type="text"/> <small>(Report number when prosecutor requests <i>death penalty</i> or <i>life without parole</i>.)</small>																	
2. (a) Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement at the end of the quarter:														<input style="width: 50px;" type="text"/>			
<small>(Include all cases for which the reporting judge is responsible in this court, including redocketed cases and cases heard by a magistrate, commissioner, or referee.)</small>																	
(b) Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement in which reporting judge is serving as a special judge:														<input style="width: 50px;" type="text"/>			
3. Number of Cases in which indigent counsel was appointed at county expense: <small>(Include indigent defendants who may be charged a portion of Public Defender Fees.)</small>																	
MR	FA	FB	FC	FD	CM	PC	JD	JC	JS	JT	JP	Appeals	Other	Total			
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>			
4. Number of Cases in which court interpreter services were used and were paid by the county:																	
MR	FA	FB	FC	FD	PC	CM	MC	IF	OV	JC	JD	JS	JP	JM	JT	Other	TOTAL
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>
Please indicate for which languages the court interpreters were needed: Languages: <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;"> Available Languages Spanish American Sign Language Arabic </div> <div style="display: flex; align-items: center;"> <div style="margin-right: 5px;">Add >></div> <div style="border: 1px solid #ccc; flex-grow: 1; min-height: 40px;"></div> <div style="margin-left: 5px;"><< Remove</div> </div> </div>																	
5. Number of cases in which a guardian ad litem/court appointed special advocate was appointed: <small>(Do not include guardianship - GU cases.)</small>																	
JC	JD	JP	JT	DR	JM	Other	TOTAL										
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>										
6. Number of Court Business Record (CB) designations that were issued during the reporting period:																	
														<input style="width: 50px;" type="text"/>			

Part V — Additional Case Information

The following entry fields are all governed by data validation requirements, restricting the number of case totals from exceeding the total of each case type actually pending before the court. Please contact the Helpdesk if you experience difficulty reconciling your records with the data validation requirement.

1. Number of prosecutorial requests received during the quarter for:

Death Penalty Life Without Parole
(Report number when prosecutor requests *death penalty* or *life without parole*.)

- 1. Number of prosecutorial requests received during quarter for:** Death Penalty and Life Without Parole—please insert the number of cases where the prosecutor requested the *death penalty* or *life without parole*, whether the case proceeded as such or not. If a case was filed in one quarter and the request was received in a subsequent quarter, please report the request in the quarter received.

2. (a) Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement at the end of the quarter: <i>(include all cases for which the reporting judge is responsible in this court, including redocketed cases and cases heard by a magistrate, commissioner, or referee)</i>	<input type="text" value="0"/>
(b) Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement in which reporting judge is serving as a special judge:	<input type="text" value="0"/>

2. Under Advisement T.R. 54(A)

- a. **Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement at the end of the quarter:** Pursuant to Rules 53.1 and 53.2, a court may take a matter under advisement for up to ninety (90) days. If a court has taken matters under advisement where the party requests relief in the form of a "judgment" as defined by T.R. 54(A), please note the cases in this section. This section includes all T.R. 54(A) judgment matters under advisement, whether heard by the judge, magistrates, commissioners, hearing officers or referees. Examples include Motions for Summary Judgment, Petitions for Declaratory Judgment, and Motions for Final Judgment.
- b. **Number of cases awaiting "judgment" as defined by T.R. 54(A) that the reporting judge has under advisement in which reporting judge is serving as special judge:** If the reporting judge has taken a matter under advisement as described above, but in a case where he or she is serving as a special judge, the case is reported here.

3. Number of Cases in which indigent counsel was appointed at county expense: *(include indigent defendants who may be charged a portion of Public Defender Fees.)*

MR	FA	FB	FC	FD	CM	PC	JD	JC	JS	JT	JP	Appeals	Other	Total
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

3. **Number of cases in which indigent counsel was appointed at county expense:** Pursuant to the Indiana Constitution and case law, all persons are entitled to representation in criminal and juvenile cases, as well as appeals. If the court considers a defendant indigent, the court will appoint the defendant a Public Defender. Please note the number of cases in which counsel was provided in each case type, where the county incurred expense. If a portion of the legal fees were reimbursed, but not all the fees were reimbursed, include the case. The case should be reported only in the first quarter in which indigent counsel served. If indigent counsel was appointed at county or partial county expense in case types not listed, please combine and enter the final tally in the "Other" column.

4. Number of Cases in which court interpreter services were used and were paid by the county:

MR	FA	FB	FC	FD	PC	CM	MC	IF	OV	JC	JD	JS	JP	JM	JT	Other	TOTAL
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Please indicate for which languages the court interpreters were needed:

Languages:	
Available Languages	Selected Languages
<div> <div>Spanish</div> <div>American Sign Language</div> <div>Arabic</div> </div> <div> <div>Add >></div> <div><< Remove</div> </div>	<div></div>

4. Court Interpreters:

- Number of cases in which court interpreter services were used and were paid by the county:** While court interpreter services may be provided in every case type before the Indiana courts, the Division seeks to track only those interpreter services that were provided by the county, at county or partial county expense in the listed case types. If court interpreters were provided at county expense in case types not listed, please combine the numbers and enter the final tally in the "Other" column. Each case should be counted once, in the first quarter in which county paid interpreter services have been provided.
- Please indicate for which languages the court interpreters were needed:** The traditional paper version of the report provided lines for the languages interpreted in the reporting period. ICOR will provide a drop-down menu where you may choose among several frequent languages, and choose "Other" if the language is not provided. ICOR will not limit the number of languages you choose. If you interpreted one or more "Other" language, please provide the complete list in Part VII. The frequently used languages provided in the drop-down menu are: Spanish, American Sign Language, Arabic, Burmese, French, German, Greek, Hindi, Hungarian, Italian, Japanese, Korean, Lithuanian, Mandarin, Portuguese, Russian, Serbian, Urdu, and Vietnamese.

5. Number of cases in which a guardian ad litem/court appointed special advocate was appointed:

(do not include guardianship - GU cases.)

JC	JD	JP	JT	DR	JM	Other	TOTAL
0	0	0	0	0	0	0	0

- Number of cases in which a guardian ad litem/court appointed special advocate was appointed:** This section does not include guardianship cases (GU case type), which involves a different type of guardian. Frequently guardians *ad*

litem (GAL) and court appointed special advocates (CASA) are appointed in juvenile or domestic cases but occasionally they are appointed in other case types. Please indicate the number of appointments for each case type in the reporting period. You should report the appointment in the first quarter when the GAL or CASA was appointed only. Excluding GU cases, if a GAL or CASA was appointed in a case type not listed, include the case in a tally in the "Other" column. The report preparer should confirm the data entered with the county GAL/CASA program.

6. Number of Court Business Record (CB) designations that were issued during the reporting period:

0

6. **Number of Court Business Record (CB) designations that were issued during the reporting period:** Court Business is a new case type as of 1/1/2002, pursuant to Administrative Rule 8(B)(3). The CB case type applies to matters that do not relate to a particular case, but which the court has taken some action. Examples of Court Business records are tax warrants that are simply being recorded, jury payroll orders, grand jury reports, *pro tem* and special judge appointment orders, adopting or amending local rules, recording a foreign protective order, *lis pendens* registry, holiday orders or assigning work and/or cases to a senior judge. The Division suggests that each court establish one case number for some of the routine orders that receive CB case type and enter all related orders under the same number throughout the year. Examples of routine CB orders: Pro Tem appointments, Local Rules, Senior Judge assignments, Holiday orders, Tax warrants, jury reports, Executive Committee orders, General Term orders.

Part VI: Alternate Judge Time

1. Service by other judicial officers in reporting court (judicial officers that are not currently assigned to the reporting court) and who are not listed on front of report:

(Please indicate the number of days, or fractions of days, per reporting period that other judicial officers served in reporting court.)

	Days Per Reporting Period		Days Per Reporting Period
Temporary Judges:	<input type="text" value="0"/>	Senior Judges:	<input type="text" value="0"/>
Pro Tems:	<input type="text" value="0"/>	Transfer Judges:	<input type="text" value="0"/>
	<i>(1/2 day = 0.50)</i>		<i>(1/4 day = 0.25)</i>

2. Service by reporting judge in other courts (if the reporting judge is serving for blocks of time under the local caseload plans):

(Please indicate the number of days, or fractions of days, per week that the reporting judge served in other courts.)

	Provide Court I.D.	Days Per Week
Court of Service:	<input type="text" value=""/>	<input type="text" value="0.01"/>
	<i>(i.e. 92-C-01)</i>	<i>(1/2 day = 0.50)</i>

[Add Other Courts of Service](#)

Part VI — Alternate Judge Time

1. Service by other judicial officers in reporting court (judicial officers that are not currently assigned to the reporting court) and who are not listed on front of report:

(Please indicate the number of days, or fractions of days, per reporting period that other judicial officers served in reporting court.)

	Days Per Reporting Period		Days Per Reporting Period
Temporary Judges:	<input type="text" value="0"/>	Senior Judges:	<input type="text" value="0"/>
Pro Tems:	<input type="text" value="0"/>	Transfer Judges:	<input type="text" value="0"/>
	<i>(1/2 day = 0.50)</i>		<i>(1/4 day = 0.25)</i>

- 1. Service by other judicial officers in reporting court (judicial officers who are not currently assigned to the reporting court) and who are not listed on front of report:**
- Most courts are permitted to appoint temporary judges and judges *pro tem* to cover the caseload on an occasional basis. In order to accurately measure the judicial work performed during the reporting period and calculate the Weighted Caseload Statistics, the reporting court must tally the number of days or fractions of days these alternate judges served in the reporting court. In addition, courts are permitted to use Senior Judges for a determined amount of time per year. The preparer should tally all the days or fractions of days served by all assigned Senior Judges and enter the total in the appropriate box. The transfer judge is not a special judge, who is separately appointed on a per case basis pursuant to Trial Rule. A transfer judge is one from another court who temporarily works on cases filed in the reporting court under a local caseload allocation plan, statutory authority, a Supreme Court order or other, similar arrangement. For each reporting period, the preparer should tally all days or fractions of days transfer judges served in the reporting court and enter the total in the appropriate box. If a judge is serving as a special judge because the assigned judge recused himself or herself, you report that service on Line V, rather than in this

section. If a judge pro tem has been appointed for an extended time, you still report the number of days in this section. There are no restrictions on the numbers entered in this section. The totals for the categories for this question are totals for all temporary judges, judges pro tem, senior judges and transfer judges, rather than individual entries per judicial officer.

2. Service by reporting judge in other courts (if the reporting judge is serving for blocks of time under the local caseload plans):

(Please indicate the number of days, or fractions of days, per week that the reporting judge served in other courts.)

	Provide Court I.D.	Days Per Week	
Court of Service:	<div>27-D-02 - Grant Superior Court 2</div> <div>(i.e. 92-C-01)</div>	<div>0.01</div> <div>(1/2 day = 0.50)</div>	Add Other Courts of Service

2. **Service by reporting judge in other courts (if the reporting judge is serving for blocks of time under the local caseload plans):** As designated above, local caseload plans provide transfer judges to other courts to perform work on cases. If the reporting judge has served in this capacity in a court other than the reporting court, pursuant to an established plan, the preparer should enter the Court ID (provided in the drop-down menu) for each court in which the reporting judge served and the number of days and fractions of days **per week** the judge served in the listed court. While the traditional paper worksheet provided for only three courts to be listed, if a judge serves as a transfer judge in more courts, ICOR will permit additional courts to be listed. The field restricts the total up to 5.0 days, individually and as a total of the number of days reported by the reporting judge collectively. Please contact the Helpdesk if you have difficulty reconciling your records with the data validation requirement.

Part VII: Explanation and Comment

This is a text field with maximum 5000 characters.

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

☐ I affirm that this page does not apply

Part VII — Explanation and Comment

This section provides a free text box with a 5000-character limit. Please provide explanation information, such as service in drug court, collection of cases listed on Line P (Other Disposition), collection of Other languages interpreted at the county expense in the reporting period, and any other comments the reporting court believes will be useful in review of the QCSR.

SUBMITTING THE COMPLETED QCSR

Once you have entered data on each page that applies, you will be ready to review the entry screen status and determine if you can submit the report. Before a report can be submitted, each screen must be saved as final ("Complete" or green) or determined that it does not apply ("NA" or gray). Any white, yellow or red entry screens (color legend discussed below) must be changed to green or gray to submit the final report.

MSNRE Circuit Court Div. 153-C-01 2007 Quarterly Case Status Report - Quarter 1

2007 QUARTERLY CASE STATUS REPORT WORKSHEET

Court and Preparer Info (Front Page) Complete

Criminal Before Court (Pt. I) Draft

Juvenile Before Court (Pt. I) Draft

Civil Before Court (Pt. I) Draft

Criminal Disposed (Pt. II & III) Complete

Juvenile Disposed (Pt. II & III) NA

Civil Disposed (Pt. II & III) Error

Criminal Other Info (Pt. IV) Complete

Juvenile Other Info (Pt. IV) Draft

Civil Other Info (Pt. IV) Draft

Part V. Additional Case Information

Part VI. Alternative Judge Time

Part VII. Explanations and Comments

You cannot submit your report until all QCSR data entry screens that apply are **Saved As Completed** or **Screen Did Not Apply**.

READY TO
SUBMIT

LEGEND

Completed Draft New Section Contains Errors Not Applicable

Yellow = After a form is saved as draft by clicking the **SAVE DRAFT** button, the corresponding image is displayed in yellow with the word "Draft" on the image, as shown above.

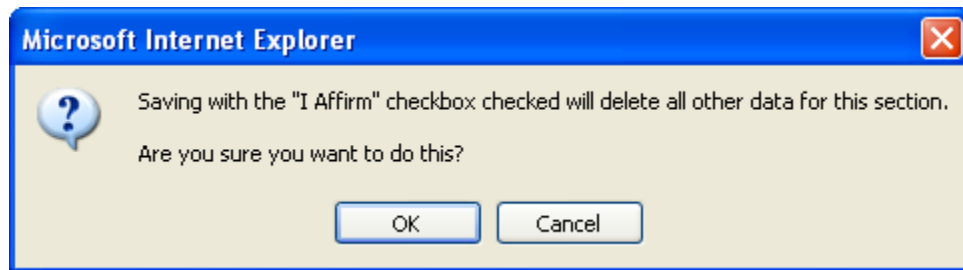
Green = After a form is saved as Final by clicking the **SAVE FINAL** button, the corresponding image is displayed in green with the word "Complete" displayed on the image, as shown above.

Gray = When the “I affirm that this page does not apply” checkbox is checked and either the **SAVE DRAFT** or the **SAVE FINAL** button is clicked, the corresponding image is displayed in gray with the letters NA displayed on the image, as shown above. When the affirmation box is checked and the form is saved as draft or final, all the fields on the

form will be reset to their initial value of zero or blank. A warning box, as shown below, will verify that the page does not apply and warn you that all previously entered data will be deleted.

[SAVE DRAFT](#) [SAVE FINAL](#) [DISCARD CHANGES](#) [PRINT](#)

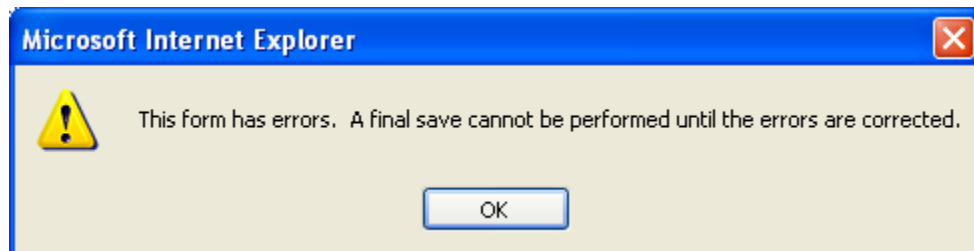
☒ I affirm that this page does not apply



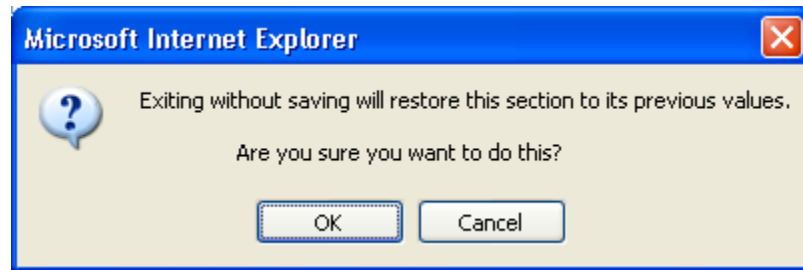
Red = After a form that still contains validation errors is saved as draft by clicking the [SAVE DRAFT](#) button, the corresponding image is displayed in Red with the word "Error" on the image, as shown below.



If a form still contains validation errors, the ICOR application will not allow the form to be saved as final, and a warning box as shown below will appear.

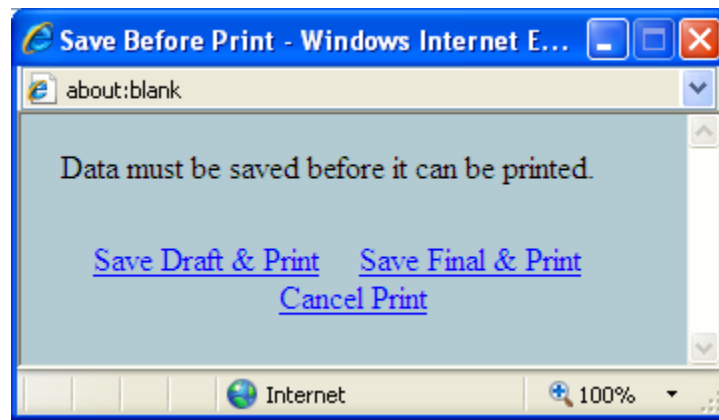


DISCARD CHANGES = Clicking this button will display the dialog box below. When the user clicks OK within the dialog, it is the equivalent of canceling any updates so that the values on the form are restored to their previous values. When the user clicks cancel, the dialog box closes and the entered data will remain.



PRINT = Clicking this button will display a dialog box with "Data must be saved before it can be printed" and the following three buttons:

Save Draft & Print: When the user clicks this button, the form will be saved as Draft and then a report will be displayed that can be printed, as shown below on the sample report.



Save Final & Print: When the user clicks this button, the form will be saved as Final and then a report will be displayed that can be printed, as shown below on the sample report.

Cancel Print: When the user clicks this button, the print dialog box will be canceled and the focus will return back to the form.

Once you have chosen one of the two print options, the sample report will appear in a window, as shown below. To send the report to the printer, click the printer icon as shown below on the sample report.

PART I: BEFORE COURT - JUVENILE

	Juvenile CHINS	Juvenile Delinquency	Juvenile Status	Juvenile Paternity	Juvenile Miscellaneous	Juvenile Term. of Parental Rights
Previously Pending	0	0	0	0	0	0
New Filings	0	0	0	0	0	0
Venued In	0	0	0	0	0	0
Transferred In	0	0	0	0	0	0
TOTAL (add A through D)	0	0	0	0	0	0

11.06 x 11.00 in | 1 of 1

QCSR Summary and Status

When data has been entered, the preparer may choose the “Ready to Submit” button on the lower left of the Master, shown here.

**READY TO
SUBMIT**

By clicking the button, a Summary and Status window will appear, as shown below.

QCSR Summary and Status				
QCSR Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Draft	!	Print Edit
Criminal Disposed (Pt. II & III)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Juvenile Before Court (Pt. I)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Disposed (Pt. II & III)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Other Info (Pt. IV)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Civil Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Draft	!	Print Edit
Civil Disposed (Pt. II & III)	DonnellyMiller, Kristin	Known Error	!	Print Edit
Civil Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Draft	!	Print Edit
Add'l Info & Alt. Judge Time (Pts. V-VII)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
QCSR Report Submitted				

You cannot submit your report until all QCSR data entry screens that apply are Saved As Completed or Screen Did Not Apply.

[PRINT](#)
[FINAL COPY](#)
[FINAL SUBMIT](#)

LEGEND

 Completed	 Draft	 New Section	 Contains Errors	 Not Applicable
---	--	---	---	---

The screen image above provides the preparer with several pieces of information.

QCSR Report Section
Court and Preparer Information (Front Page)
Criminal Before Court (Pt. I)
Criminal Disposed (Pt. II & III)
Criminal Other Info (Pt. IV)
Juvenile Before Court (Pt. I)
Juvenile Disposed (Pt. II & III)
Juvenile Other Info (Pt. IV)
Civil Before Court (Pt. I)
Civil Disposed (Pt. II & III)
Civil Other Info (Pt. IV)
Add'l Info & Alt. Judge Time (Pts. V- VII)

Prepared By
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin
DonnellyMiller, Kristin

- QCSR Report Section: This section on the summary screen contains hyperlinks to the individual entry screens of the report. By clicking on a hyperlink, you will access the relevant entry screen to edit or save as final the data saved.

Status

Saved As Completed
Saved As Draft
Saved As Completed
Saved As Completed
Screen Did Not Apply
Screen Did Not Apply
Screen Did Not Apply
Saved As Draft
Known Error
Saved As Draft
Saved As Completed

- **Status Section:** This section indicates the status of each entry screen. In order to submit as the final report, all entry screens must be green (Saved and Complete) or grey (Screen Did Not Apply).

Not Completed
!
!
!
!

- **Completeness Section:** From the Status Section, those entry screens that are saved as draft or contain errors will be further indicated by a red exclamation mark. When all exclamation marks are resolved, the report is ready to submit.

Tools

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

[Print](#) [Edit](#)

- Tools Section: If the entry screen is saved as Draft or Saved and Complete, the user may Print or Edit that screen. If the entry screen contains errors or Does Not Apply, the screen may only be edited to change the data. When all screens are Saved and Complete, they may be printed separately from this section.

You cannot submit your report until all QCSR data entry screens that apply are **Saved As Completed** or **Screen Did Not Apply**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

Before all entry screens are Saved and Complete, the above message will appear. When the entry screens are ready for submission, the "Print Final Copy" and "Final Submit" options will be active.

The following two screens show a QCSR ready for submission.

The image displays two screenshots of the 2007 Quarterly Case Status Report Worksheet. The left screenshot shows the 'Court and Preparer Info (Front Page)' section, which is highlighted in green and marked 'Complete'. The right screenshot shows the 'Part V: Additional Case Information' section, also highlighted in green and marked 'Complete'. Both sections are part of a larger form that includes various data entry fields and checkboxes.

You cannot submit your report until all QCSR data entry screens that apply are **Saved As Completed** or **Screen Did Not Apply**.

[READY TO
SUBMIT](#)

QCSR Summary and Status				
QCSR Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Disposed (Pt. II & III)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Juvenile Before Court (Pt. I)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Disposed (Pt. II & III)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Other Info (Pt. IV)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Civil Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Civil Disposed (Pt. II & III)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Civil Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Add'l Info & Alt. Judge Time (Pts. V- VII)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
QCSR Report Submitted				

You cannot submit your report until all QCSR data entry screens that apply are **Saved As Completed** or **Screen Did Not Apply**.

[PRINT FINAL COPY](#) [FINAL SUBMIT](#)

LEGEND

Completed

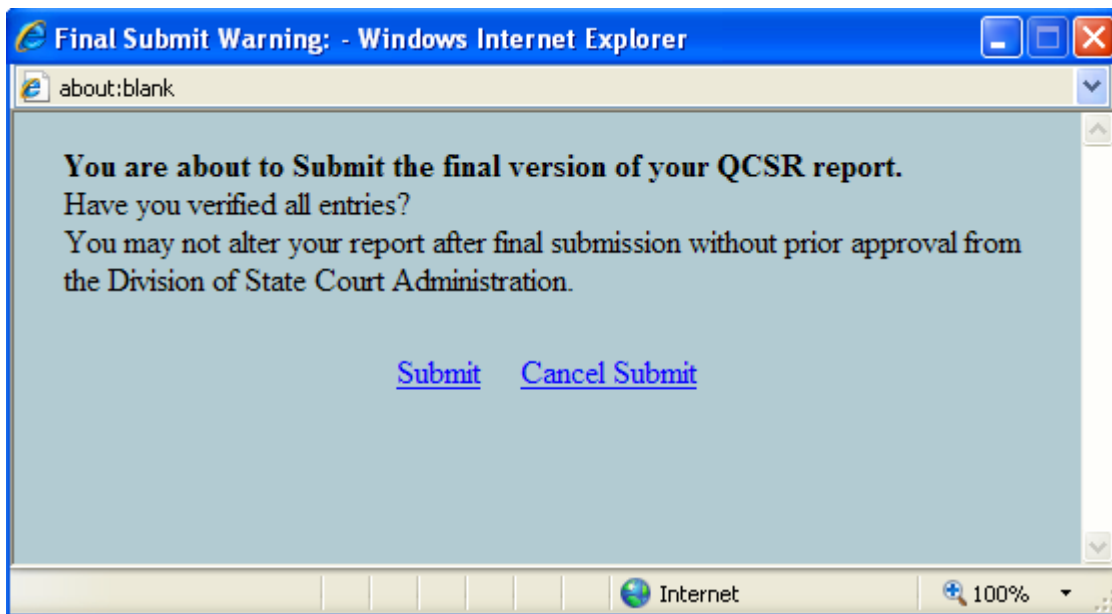
Draft

New Section

Contains Errors

Not Applicable

By clicking on "Final Submit," you will see the warning box below.



When you click "Submit," you will see the information circled on the next screen.

QCSR Summary and Status				
QCSR Report Section	Prepared By	Status	Not Completed	Tools
Court and Preparer Information (Front Page)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Disposed (Pt. II & III)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Criminal Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Juvenile Before Court (Pt. I)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Disposed (Pt. II & III)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Juvenile Other Info (Pt. IV)	DonnellyMiller, Kristin	Screen Did Not Apply		Print Edit
Civil Before Court (Pt. I)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Civil Disposed (Pt. II & III)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Civil Other Info (Pt. IV)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
Add'l Info & Alt. Judge Time (Pts. V- VII)	DonnellyMiller, Kristin	Saved As Completed		Print Edit
QCSR Report Submitted	DonnellyMiller, Kristin	Submitted	11/9/2007 5:58:14 PM	
Successfully submitted.				
You cannot submit your report until all QCSR data entry screens that apply are Saved As Completed or Screen Did Not Apply .				
PRINT FINAL COPY FINAL SUBMIT				

LEGEND

Completed

Draft

New Section

Contains Errors

Not Applicable

By choosing "Print Final Copy," you will see the computer version of the report, as seen in the example pages below. Each page that "did not apply," will print with that information.

2007 Quarterly Case Status Worksheet

Run Date and Time: 11/9/2007 5:58:58 PM

County Information

County	Greene
Court Type	Circuit Court
Court ID#	28C01

Time Period Covered in This Report

Quarter	<input checked="" type="checkbox"/> Q1 <input type="checkbox"/> Q2 <input type="checkbox"/> Q3 <input type="checkbox"/> Q4
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Preparer Information

Name of Preparer	DonnellyMiller, Kristin
Date Prepared	11/9/2007
Phone Number	317-234-1873
Email Address	kdmiller@courts.state.in.us

Other Judicial Officers Regularly Assigned to Court During Reporting Period

Title	Judicial Officer Name	Days Served Per Week

Report Verification Information

Name of Presiding Judge	Jones
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This report was submitted: 11/9/2007 5:58:14 PM

JUVENILE PART I: BEFORE COURT

This section has been affirmed by the preparer that it does not apply.

Correcting Errors and Reporting Difficulties

If you experience difficulties in submitting your report or if you discover errors in your entries after you have submitted the final version of the report, contact the Helpdesk at JTACHelpdesk@JTAC.in.gov or 1-888-ASK-JTAC. Once the report is submitted, you can no longer alter data entered, but you may seek permission to unlock the report to fix the errors discovered.